

Minutes of the Finance & Staffing Committee held on Monday 22nd May 2017 in the Committee Room Town Hall, Windmill Lane, Northam at 10.00am

Present: Cllrs Brading, Berryman, Durkin, Edwards, Hames, and Miller
In attendance: Mrs M J Mills – Town Clerk

In the absence of Cllr Sherborne, Cllr Brading chaired the meeting.

1705/043 To appoint a Chairman

It was resolved to appoint Cllr Sherborne as Chairman for the forthcoming year.
Proposed: Cllr Brading, Seconded: Cllr Edwards (all in favour)

1705/044 To appoint a Vice Chairman

It was resolved to appoint Cllr Himan as Vice Chairman for the forthcoming year.
Proposed: Cllr Brading, Seconded: Cllr Miller (all in favour)

1705/045 Apologies

Apologies were received from Cllr Sherborne and Cllr Himan

1705/046 Chairman's announcements

There were no announcements

1705/047 Declarations of interest

Members were reminded that all interests must be declared prior to the item being discussed.

1705/048 To agree the agenda between Part A and Part B (confidential information)

It was **resolved** to agree the agenda between Part A and Part B.
Proposed: Cllr Miller, Seconded: Cllr Berryman (all in favour)

1705/049 To confirm and sign the minutes of the meeting held 24th April 2017 as a correct record

It was **resolved** to confirm and sign the minutes of the meeting held 24th April 2017 as a correct record
Proposed: Cllr Hames, Seconded: Cllr Miller (all in favour)

1705/050 Action Points

It was **agreed** to note the Action Points for Finance and the previous Human Resources. In relation to HR the Town Clerk advised that following advice from Ellis Whittam, it was unnecessary to have any mention of appraisals in the Staff Handbook as it was covered in the Staff Contracts

1705/051 Public Participation

Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 15 minutes.

No members of the public were present.

1705/052 To consider terms of reference for the new committee

Members were invited to submit proposals, which could be considered at Full Council. The Town Clerk was asked to email everyone with current terms.

Action point - email with existing and draft terms of reference

1705/053 To consider invoices for payment and financial reports

- **To include the asset register**
- **Mayors Charity reconciliation**
- **Manor Pass reconciliation**

It was **resolved** to accept the invoices for payment and the financial statements
Proposed Cllr Miller, Seconded Cllr Berryman (all in favour)

1705/054 To consider quotes for the supply of electricity to Northam Hall

It was **resolved** to accept the quote received through a broker from SSE unless dealing with them direct produced a further reduction.

Proposed Cllr Edwards: Seconded Cllr Miller (majority in favour with one abstention)

The Town Clerk was asked to seek green energy quotes at the time of the next renewal and to confirm how green the supply is.

Action point - Town Clerk to check direct with supplier before accepting a quote. Also, to check green energy for the quote in three years time.

1705/055 To consider correspondence

A request regarding a grant made to Friends of Kenwith Valley had been received and it was **agreed** that the money could be held over in their bank account until next year, subject to them advising us of progress.

Action Point - Letter to Friends of Kenwith Valley

1705/056 To confirm and sign the minutes of the Human Resources Committee held 10th April 2017

It was **resolved** to confirm and sign the minutes of the Human Resource Committee meeting held 10th April 2017 as a correct record (Part B)

Proposed: Cllr Miller, Seconded: Cllr Brading (majority in favour with 1 abstention as Member not present at the meeting)

There being no further business the meeting closed at 10.45 am

Signed..... Dated.....

DRAFT