

Minutes of the Finance & Staffing Committee held on Monday 16th October 2017 in the Committee Room Town Hall, Windmill Lane, Northam at 10.00am

Present: Cllrs Brading (Chairman), Berryman, Edwards, Hames and Miller.
In attendance: Miss A Kendall – Administration Officer
Cllr Leather (from minute 1710/572)

In the absence of the Chairman and Vice Chairman, it was **agreed** that The Mayor take the meeting.

- 1710/565 Apologies**
Apologies were received from Cllrs Durkin, Himan, Sherborne and Tisdale.
- 1710/566 Chairman's announcements**
There were none.
- 1710/567 Declarations of interest**
Members were reminded that all interests must be declared prior to the item being discussed.
- 1710/568 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)
- 1710/569 To confirm and sign the minutes of the meeting held 18th September 2017 as a correct record**
It was **resolved** to confirm and sign the minutes of the meeting held 18th September 2017 as a correct record
Proposed: Cllr Berryman, Seconded: Cllr Hames (all in favour)
- 1710/570 Action Points**
It was **agreed** to note the Action Points
- 1710/571 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.
- At this juncture, Cllr Leather arrived at the meeting.
- 1710/572 To consider invoices for payment and financial reports**
It was **resolved** to accept the invoices for payment and the financial reports. Members asked for clarification on payments numbers 403 & 408 and code 195 (projects provision). The Administration Officer will clarify these with the Town Clerk when she returns from holiday. The response will be detailed on the Action Points for the next meeting.
Proposed Cllr Miller, Seconded: Cllr Hames (all in favour)
Action Point – Clarify 403 & 408 and 195

- 1710/573 To receive the draft Business Plan Template for use in conjunction with the Project Initiation Form**
It was **resolved** to recommend to Full Council that the draft business plan template be accepted for use in conjunction with the Project initiation form
Proposed Cllr Brading, Seconded: Cllr Berryman (all in favour)
Action Points – Admin Officer to place recommendation on Full Council
- 1710/574 To consider items to be put forward for the forthcoming 2018/19 budget**
Members asked that specific amounts be included for all the parks/play areas, further extension of Festoon lighting, a solar project at Northam Hall and that the Road Safety budget be increased. The Admin Officer reminded Members that these are items for consideration at the next Town Projects meeting where their budget will be discussed.
- 1710/575 To appoint a Member to sign and verify the Bank Reconciliation**
It was **resolved** to appoint Cllr Miller to sign and verify the Bank Reconciliation for 3 months. Cllr Berryman will then verify them for the following 3 months.
Proposed Cllr Brading, Seconded: Cllr Hames (all in favour)
- 1710/576 To confirm the date of the Special Full Council Meeting to set the budget**
It was **resolved** to confirm the date of the Special Full Council meeting as Wednesday 6th December 2017 at 7pm.
Proposed Cllr Miller, Seconded: Cllr Berryman (all in favour)
- 1710/577 To consider renewal of e-learning with Ellis Whittam**
It was **resolved** to renew the e-learning licence.
Proposed Cllr Miller, Seconded: Cllr Brading (all in favour)
Action Point – Admin Officer to renew
- 1710/578 To consider making the Administration Officer a signatory on the Bank Accounts**
It was **resolved** to add the Admin Officer as a signatory.
Proposed Cllr Brading, Seconded: Cllr Berryman (all in favour)
Action Point - Town Clerk to add signatory

There being no further business the meeting closed at 10.45 a.m.

Signed..... Dated

DRAFT