

Minutes of the Finance & Staffing Committee held on Monday 18th September 2017 in the Committee Room Town Hall, Windmill Lane, Northam at 10.00am

Present: Cllrs Sherborne (Chairman), Berryman, Brading, Edwards (from minute 1709/477), Hames, Himan, Miller and Tisdale

In attendance: Mrs M J Mills – Town Clerk
Cllr Leather, Cllr Eastman

1709/469 Apologies

Apologies were received from Cllr Durkin.

1709/470 Chairman's announcements

- Members were advised that a new Maintenance Man has been appointed.
- The Chairman advised that he had completed a quarterly check on petty cash and it was all correct. He asked that amendments required by changes to Standing Orders due to amendments to Financial regulations be placed on the next Full Council Agenda

Action Point Town Clerk to place this on the next agenda

1709/471 Declarations of interest

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

1709/472 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 Tisdale, Seconded: Cllr Hames (all in favour)

1709/473 To confirm and sign the minutes of the meeting held 21st August 2017 as a correct record

It was **resolved** to confirm and sign the minutes of the meeting held 21st August 2017 as a correct record (all in favour)

1709/474 Action Points

It was **agreed** to note the Action Points

1709/475 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.

1709/476 To consider invoices for payment and financial reports

It was **resolved** to accept the invoices for payment and the financial statements after amending some codes.

Proposed Cllr Tisdale, Seconded: Cllr Sherborne (all in favour)

At this juncture, Cllr Edwards arrived at the meeting

1709/477 To consider a review of Financial Regulations

It was **resolved** to recommend to Full Council that the revised Financial Regulations be accepted.

Proposed Cllr Sherborne, Seconded: Cllr Tisdale (all in favour)

Action Points - Town Clerk to place recommendation on Full Council

1709/478 To review card payments

This item to go on December Finance Agenda when the situation is clearer.

Action Points - Town Clerk to place on December Finance Agenda

There being no further business the meeting closed at 10.55 a.m.

Signed..... Dated

DRAFT