

Minutes of the Finance & Staffing Committee held on Monday 19th March 2018 in the Committee Room Town Hall, Windmill Lane, Northam at 10.00am

Present: Cllrs Sherborne (Chairman), Berryman, Durkin, Edwards (from minute 1803/1238), Hames and the Mayor ex-officio

In attendance: Mrs M J Mills – Town Clerk

1803/1231 Apologies

Apologies were received from Cllrs Himan and Tisdale

1803/1232 Chairman's announcements

There were none.

1803/1233 Declarations of interest

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

1803/1234 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 Brading, Seconded: Cllr Durkin (all in favour)

1803/1235 To confirm and sign the minutes of the meeting held 19th February 2018

It was **resolved** to confirm and sign the minutes of the meeting held 19th February 2018 as a correct record.

Proposed: Cllr Sherborne, Seconded: Cllr Brading (majority in favour 1 abstention not present at the meeting)

1803/1236 Action Points

Noted

1803/1237 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.

1803/1238 To consider invoices for payment and financial reports

- *To include a report on card machines and coding*

It was **resolved** to continue with paypal.

Proposed Cllr Sherborne: seconded Cllr Hames (all in favour)

- *Mayor's Charity Account Noted*

It was **resolved** to accept the invoices for payment and the financial reports. A breakdown of code 196 will be on the agenda for the next meeting,

At this juncture Cllr Edwards arrived at the meeting

Proposed: Cllr Sherborne, Seconded: Cllr Hames (majority in favour, 1 abstention just arrived at the meeting)

Action Points- Town Clerk to provide a breakdown of code 196

1803/1239 To consider appointment of a data protection officer to comply with a change of the law from May 2018

It was **resolved** to move forward using K Rose (internal auditor)

Proposed: Cllr Brading, Seconded: Cllr Berryman (all in favour)

1803/1243 To resolve to readmit members of the press and public
It was **resolved** to readmit members of the press and public
Proposed: Cllr Sherborne, Seconded: Cllr Durkin (all in favour)

There being no further business the meeting closed at 10.25 am

Signed..... Dated

