

Minutes**Minutes of the meeting of the Finance and Human Resources Committee held in the Council Chamber, Windmill Lane, Northam, 6.30 pm on Monday 17th January 2022**

Present: Cllr Leather (Chairman), Hames, Laws, Sargent, Tisdale and the Mayor (ex-officio)

In attendance: Mrs M J Mills - Town Clerk
Cllr Mrs H McCarthy and Cllr Woodhouse

- 2201/988 Apologies**
Apologies received from Cllrs Chalmers, Edwards, and Himan
- 2201/989 Chairman's announcements**
The Chair welcomed the new Councillor.
- 2201/990 Declarations of interest**
Members were reminded that all interests must be declared prior to the item being discussed.
- 2201/991 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 Sargent (all in favour)
- 2201/992 To confirm and sign the minutes of the meeting held 22nd November 2021 and 29th November 2021**
It was **resolved** to confirm and sign the minutes of the meeting held on 22nd November 2021.
Proposed: Cllr Leather, Seconded: Cllr Laws (all in favour)
It was further **resolved** to confirm and sign the minutes of the meeting held on 29th November 2021 (majority in favour, one abstention not present at the meeting)
Proposed: Cllr Leather, Seconded: Cllr Hodson (all in favour)
- 2201/993 Action Points**
It was agreed to note the Action Points
- 2201/994 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.
- 2201/995 To consider invoices for payment and financial reports**
It was **resolved** to accept the invoices for payment and financial reports
Proposed: Councillor Leather, Seconded: Cllr Hodson (all in favour)
- 2201/996 To appoint a Member to review all bank balances and reconciliations on a quarterly basis for audit purposes**
It was **resolved** to appoint Cllr Sargent to review all bank balances and reconciliations on a quarterly basis for audit purposes
Proposed: Cllr Leather, Seconded: Cllr Laws (all in favour)

2201/997 **To consider some minor amendments to Financial Regulations**
It was **resolved** to accept the minor amendments to Financial Regulations.
Proposed: Cllr Leather, Seconded: Cllr Hodson (all in favour)

2201/998 **To consider training for the Admin Assistant in computer skills**
It was **resolved** to agree the training for the Admin Assistant in computer skills
Proposed: Cllr Laws, Seconded: Cllr Tisdale (all in favour)

2201/999 **To consider purchase of a concrete mixer**
It was **resolved** to purchase a concrete mixer
Proposed: Cllr Leather, Seconded: Cllr Tisdale (all in favour)
Action Point – Proceed with purchase of a concrete mixer

A handwritten signature in black ink, appearing to be 'JL', located to the right of the third item.