

**Minutes of the meeting of the Finance and Human Resources Committee held by Zoom on Monday 15<sup>th</sup> February 2021 at 10.00 am**

**Present:** Cllr Leather (Chairman), Mrs Hodson, Mrs McCarthy, Chalmers, Edwards, Hames, Laws, Sargent and Tisdale  
**In attendance:** Mrs M J Mills - Town Clerk  
Mrs P Moores – Assistant Town Clerk  
Mr G Langton - Deputy Town Clerk Designate

**2102/1135 Apologies**

Apologies were recorded on behalf of Cllr Miss Manley

**2102/1136 Chairman's announcements**

The Chairman reported that it had been agreed to purchase a pre-programmed laptop for the new Deputy Town Clerk.

**2102/1137 Declarations of interest**

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

**2102/1138 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 Leather, Seconded: Cllr Laws (all in favour)

**2102/1139 To confirm and sign the minutes of the meeting held 25<sup>th</sup> January 2021**

It was **resolved** to confirm the minutes of the meeting held 25<sup>th</sup> January 2021  
Proposed: Cllr Leather, Seconded: Cllr Sargent (majority in favour, 1 abstention)  
The minutes will be signed at a later date.

**2102/1140 Action Points**

Action Points were noted.

**2102/1141 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.

**2102/1142 To consider invoices for payment and financial reports**

It was **resolved** to accept the invoices for payment and financial reports.  
Proposed: Cllr Tisdale, Seconded: Cllr Leather (all in favour)

**Part B**

***During Zoom meetings Members are required to confirm that they are alone during Part B***  
Members all confirmed this.

The Deputy Town Clerk Designate left the meeting at this juncture.

There being no further business the meeting closed at 11.35 am.

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

DRAFT