

**Minutes of the meeting of the Finance and Human Resources Committee held in the Council Chamber, Windmill Lane, Northam, at 10.00am on 21<sup>st</sup> June 2021**

**Present:** Cllr Leather (Chairman), Chalmers, Edwards, Hames, Himan, Laws, and Tisdale

**In attendance:** Mrs M J Mills - Town Clerk

**Appointment of a Chairman**

It was **resolved** to appoint Cllr Leather as Chairman.

Proposed: Cllr Tisdale, Seconded: Cllr Himan. (All in favour)

**Appointment of Vice-Chairman**

It was **resolved** to appoint Cllr Sargent as Vice-Chairman.

Proposed: Cllr Edwards, Seconded: Cllr Himan. Majority in favour, one abstention)

**Apologies**

Apologies were recorded on behalf of Cllr Mrs Hodson and Cllr Sargent

**Chairman's announcements**

The Town Clerk advised she had been contacted by Torrington District Council in relation to some works they require and the possibility of using NTC Maintenance Men. It was suggested that we could look at the possible employment of a temporary maintenance person for the summer period. Further information will be sought and a report taken to Full Council.

**Action Point:** Contact TDC for further information and prepare a report for Full Council.

**Declarations of interest**

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

**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 Leather (all in favour)

**To confirm and sign the minutes of the meeting held 27<sup>th</sup> April 2021**

It was **resolved** to confirm the minutes of the meeting held 27<sup>th</sup> April 2021

Proposed: Cllr Leather, Seconded: Cllr Tisdale (majority in favour one abstention not present at the meeting)

**Action Points**

Action Points were noted. The Town Clerk was asked to write to TDC in connection with the utilities proposed costs, also to Tozers regarding the NTC lease and a further letter to TDC in connection with refurbishment of the Town Hall and likely timings.

It was **resolved** to write to TDC advising that Northam Town Council requires a fire escape to be installed.

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

**Action Points:** Write letters as requested

**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.

**To consider invoices for payment and financial reports**

It was **resolved** to accept the invoices for payment and financial reports.

Proposed: Cllr Leather, Seconded: Cllr Himan (all in favour)

**To consider an audit report**

Members received the internal audit report with a full explanation of the matters raised in the internal audit report.

It was **resolved** to accept the audit report and explanations provided

Proposed: Cllr Leather, Seconded: Cllr Laws (all in favour)

**Part B**

**To resolve: that under section 1(2) of the public Bodies (Admission to Meetings Act 1969 that the public and press be excluded from the meeting**

It was **resolved** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting

Proposed: Cllr Leather, Seconded: Cllr Himan (all in favour)

**To confirm and sign the minutes of the meeting held on 27<sup>th</sup> April 2021 Part B**

It was **resolved** to confirm the minutes of the meeting held on 27<sup>th</sup> April 2021 Part B as a correct record.

Proposed: Cllr Tisdale, Seconded: Cllr Laws (majority in favour one abstention not present at the meeting)

**2104/1454 To resolve to readmit members of the press and public**

It was **resolved** to readmit members of the press and public

Proposed: Cllr Leather, Seconded: Cllr Himan (all in favour)

Members were advised that the next meeting will be moved from the 19<sup>th</sup> July to the 26<sup>th</sup> July at 6pm

There being no further business the meeting finished at 10.55 am

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