

**Minutes of the meeting of the Finance and Human Resources Committee held in the Committee Room, Town Hall Windmill Lane, Northam, 2<sup>nd</sup> August 2023**

- Present:** Cllrs Mrs Hodson (Chair) Bach, Edwards, Himan, Tait and the Mayor (ex-officio)
- In attendance:** Mrs M J Mills - Town Clerk
- 2308/217**            **Apologies:** Apologies were received from Cllrs Leather and Mrs Whittaker
- 2308/218**            **Chairman's announcements**  
The Town Clerk advised that repairs to the DFSK vehicle had been arranged so that the hire vehicle could be returned.
- 2308/219**            **Election of Vice-Chairman**  
It was **resolved** to appoint Cllr Himan as Vice-Chairman  
Proposed: Councillor Mrs Hodson, Seconded: Cllr Edwards, (all in favour)
- 2308/220**            **Declarations of interest**  
Members were reminded that all interests must be declared prior to the item being discussed.  
There were none
- 2308/221**            **To agree the agenda between Part A and Part B**  
It was **resolved** to agree the agenda between part A and Part B after deferring item 13 to the next meeting  
Proposed: Councillor Hodson Seconded: Cllr Edwards (all in favour)  
**Action Point:** place item 13 on the next agenda
- 2308/222**            **To confirm and sign the minutes of the meeting held 21<sup>st</sup> June 2023**  
It was **resolved** to confirm and sign the minutes of the meeting held 21<sup>st</sup> June 2023  
Proposed: Councillor Hodson, Seconded: Cllr Bach, (majority in favour 1 abstention not present at the meeting)
- 2308/223**            **Action Points:** Action Points were noted
- 2308/224**            **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 4 minutes. A question shall not receive a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.*  
There were no members of the public present
- 2308/225**            **To consider invoices for payment and financial reports**  
It was **resolved** to accept the invoices for payment and financial reports, (bank reconciliation, list of payments and receipts, net position by cost code, including budget figures  
Proposed: Councillor Himan Seconded: Cllr Bach (all in favour)

- 2308/226**      **To receive a report on bank interest**  
It was **resolved** to continue with the completion of the change of signatories and bring a full report to the next meeting covering, penalties and access and all relevant information for available accounts.  
Proposed: Councillor Mrs Hodson, Seconded: Cllr Edwards, (all in favour)  
It was further **resolved** to open an instant access account with the Co-op Bank.  
Proposed: Councillor Mrs Hodson, Seconded: Cllr Himan, (all in favour)  
**Action Points:** Town Clerk to complete change of signatories and agenda a full report on bank accounts. Also open a Co-op instant access account.
- 2308/227**      **To consider opening hours for the office**  
It was proposed by Cllr Tait and seconded by Cllr Edwards that office opening hours should be extended to 9am to 4pm.  
Votes were two in favour of the proposal and four against, so the motion failed
- 2308/228**      **To appoint a Councillor from the Finance Committee to independently review the Bank reconciliation on a quarterly basis**  
It was **resolved** to appoint Cllr Himan to review the bank reconciliation on a quarterly basis.  
Proposed: Councillor Mrs Hodson, Seconded: Cllr Edwards, (all in favour)
- 2308/229**      **To receive a report on electricity consumption at Northam Hall** (*deferred to the next meeting*)

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

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

DRAFT