

WELLS CITY COUNCIL

MINUTES OF THE MEETING OF THE FINANCE & COUNCIL MATTERS COMMITTEE HELD ON THURSDAY 12TH JANUARY 2023 AT 7:00PM IN WELLS TOWN HALL

PRESENT: Cllrs: J Browne, S Cursley (Mayor), G Folkard, T Pullin (Deputy Mayor & Chair), T Robbins, H Siggs, I Von Mensenkampff, P Welch

IN ATTENDANCE: WCC Cllrs: S Powell
Town Clerk/RFO: S Luck
WCC Staff: S Glendinning
SCC Cllr: T Munt

23/01/FCM APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS
None

23/02/FCM DECLARATIONS OF INTEREST
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12th May 2022.
None declared.

23/03/FCM MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 8TH DECEMBER 2022:
The minutes were agreed and signed as a true record.
No matters arising.

23/04/FCM MEETING OPEN TO THE PUBLIC
Not applicable.

23/05/FCM FINANCE
The Town Clerk presented the Finance Reports for December 2022 and answered questions. The accounts and all expenses for December 2022 were approved by the committee.

The Town Clerk advised payments are currently received via cheque, cash and BACs. The option to offer payment by card is being researched.

On 23rd January the Town Clerk will be conducting a review of all council insurance policies and will inform the committee of any changes.

It was requested for individual costs for each council department be listed i.e. Tourist Information, Cemetery, Portway Annexe. The Town Clerk agreed to look into and report back.

23/06/FCM ANNUAL GOVERNANCE REVIEWS
i. Standing Orders
ii. Financial Regulations

These two documents had been circulated prior to the meeting, both required no alterations by the committee.

Next month the committee will be asked to review the Risk Assessment, Scheme of Delegation and Asset Register.

Cllr Siggs, advised the Civic Review Guidelines, which have been adopted in order to provide guidance to both Councillors and Staff in the management of civic matters, will need to be reviewed this year. It was agreed for the Town Clerk to forward a copy to all councillors and include on next month's agenda.

23/07/FCM ARCHIVES AND CIVIC ASSETS

Lead Councillor, Cllr Siggs, advised the Archivist position will not be appointed until the next financial year.

Cllr Welch has been contacted by Claire Blackmore, in connection with some work carried out by an individual who has catalogued every medieval building in Wells. Cllr Siggs advised the individual had been formally thanked and the information was held at the museum. It was agreed for Cllr Welch to liaise with Cllr Siggs outside of the meeting in getting back to Claire.

23/08/FCM UNITARY AND ACQUISITIONS

The Town Clerk reported he had attended another clerks meeting. More information on the proposed LCN areas had already been circulated. It is estimated the LCN's will be in place by the summer. As more information is known, the Town Clerk will keep councillors updated.

23/09/FCM ANY MATTERS OF URGENT REPORT

None

23/10/FCM DATE OF NEXT MEETING: 7pm Thursday 9th February 2023

EXCLUDE THE PRESS AND PUBLIC

Note: It is necessary for matters to be considered in confidence, it was proposed by the Chair that a resolution be passed under the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended to allow a private report.

Minutes signed by The Chair: **Date:**