

## WELLS CITY COUNCIL

### MINUTES OF THE MEETING OF THE FINANCE & COUNCIL MATTERS COMMITTEE HELD ON THURSDAY 13<sup>TH</sup> APRIL 2023 AT 7:00PM IN WELLS TOWN HALL

**PRESENT:** Cllrs: S Cursley (Mayor), T Pullin (Deputy Mayor & Chair), T Robbins, I Von Mensenkampff, P Welch

**IN ATTENDANCE:** Town Clerk/RFO: S Luck  
WCC Cllr: S Powell  
WCC Staff: S Glendinning  
SCC Cllr: T Munt  
0 members of public

**23/33/FCM APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS**

Cllrs: J Browne, G Folkard, H Siggs

**23/34/FCM DECLARATIONS OF INTEREST**

To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12<sup>th</sup> May 2022.

**23/35/FCM MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 9<sup>TH</sup> MARCH 2023:**

The minutes were agreed and signed as a true record.  
No matters arising.

**23/36/FCM MEETING OPEN TO THE PUBLIC**

Nobody wished to speak.

**23/37/FCM FINANCE**

The Town Clerk presented the DRAFT Finance Reports for March 2023 and answered questions. He explained the accounts were in draft form as the internal auditor was carrying out the end of year audit, so there could be alterations. The committee would be informed of any changes.

The DRAFT accounts and all expenses for March 2023 were approved by the committee.

The Mayor pointed out that there were three car park spaces available to rent at the Portway Annexe. This will be communicated to local residents.

The Town Clerk advised insurance was now in place for the next financial year. There had been some difficulties with obtaining cover for the Bishop's Barn, but cover is now in place and we are in receipt of the electrical certificate. The alarm system in the Town Hall needs some upgrading, agreement is being sought to have works completed within a set timescale.

**23/38/FCM COMMUNITY GRANT CRITERIA**

The Town Clerk presented the updated Community Grant Criteria for committee approval. Any community group requesting a grant are now strongly encouraged to attend the Finance Committee meeting in March or September to present their grant request. It is also stated that any grant request should be supported with financial information including accounts.

Cllr Robbins proposed the new criteria, Cllr Welch seconded. It was unanimously agreed by the Committee.

**23/39/FCM FAMILY COUNSELLING TRUST**

A thank you letter from Family Counselling Trust who had received a grant of £500 had been circulated to all committee members. This was appreciated by all those present.

**23/40/FCM VAT REGISTRATION**

The Town Clerk advised the inclusion of VAT has now been communicated and charged on all bookings at the Town Hall and Portway Annexe. There is no VAT at the cemetery. Charities are charged VAT, they are no longer exempt.

**23/41/FCM ARCHIVES AND CIVIC ASSETS**

In the absence of Lead Cllr Siggs, the Town Clerk gave an update on the following:

- i. A new uniform for the Town Crier has now been ordered.
- ii. The Town Clerk will talk to the Wells Museum volunteer on being employed by Wells City Council on a temporary basis to assist with the City archives.
- iii. Cllr Siggs will start the Civic Review after Mayor Making with the help of volunteers. The Mayor requested guidance when dealing with the media.

**23/42/FCM UNITARY AND ACQUISITIONS**

The Town Clerk gave an update. Senior positions in the new structure have been announced and are in place. Cllr Munt offered for councillors to contact her and Cllr Butt Philip and they will provide help with new staff contact details. Cllr Pullin asked for help with contacting the Outreach Team. Cllr Munt agreed to investigate and advise all councillors.

**23/43/FCM ANY MATTERS OF URGENT REPORT**

None.

**23/44/FCM DATE OF NEXT MEETING: 7pm Thursday 11<sup>th</sup> May 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.

**23/45/FCM** A confidential property matter was discussed by the committee and it was decided to ask Full Council to consider the matter at the April meeting in private session.

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