

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN THE**  
**COUNCIL OFFICES 44 OLD STREET ON WEDNESDAY 23<sup>RD</sup> MAY 2018 AT 7.30PM**

**Present:** Committee Chairman Cllr G. Hill  
 Cllrs N. Barton, B. Cherokoff, L. Fone, C. Francis-Pester, L. Little, J. Middleton, K. O'Brien, D. Shopland, G. Watkins, J. West  
 Ms Paula Heath Town Clerk,

**FGP 18/792 RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillors J. Geldart (illness), T. Morgan (illness), J. Norton-Sealey (illness).

**FGP 18/793 ELECTION OF VICE CHAIRMAN**

Cllr J. Middleton proposed by Cllr West, seconded by Cllr Francis-Pester  
 Cllr G. Watkins proposed by Cllr Barton, seconded by Cllr Little  
 Cllr Middleton was elected as the Vice Chairman of the Finance & General Policy Committee by a vote of 6 votes to 5 with the Chairman's vote.  
 Cllr Shopland and Cllr Watkins requested that their disapproval of the Chairman using his casting vote, and request for the election to be deferred, to be recorded.

**FGP 18/794 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

There were no declarations of interest for items on the agenda

**FGP 18/795 RECEIVE THE MINUTES OF PREVIOUS COMMITTEE MEETING**

The minutes of the Finance & General Policy Committee meeting held on 23<sup>rd</sup> April 2018 and ratified by Council on 2<sup>nd</sup> May 2018 were accepted and signed by the Chairman as a true record.

**FGP 18/796 RECEIVE THE FGP COMMITTEE BUDGET/ACTUAL SPREADSHEET 2018/19**

Members noted the accounts sheets that had been circulated with the agenda. A query was raised as to the cost of GDPR currently at £199. It was noted further expense may be needed.

**FGP 18/797 RECEIVE THE YEAR END ACCOUNTS FOR 31.03.2018**

The draft year end accounts had been circulated with the agenda. These are unaudited, the internal auditor was currently undertaking his audit. The accounts would be submitted for approval to the Council at the Meeting on 27<sup>th</sup> June 2018, they would then be submitted to external audit once approved.

**FGP 18/798 RECEIVE, AND AGREE THE ANNUAL GOVERNANCE STATEMENT**

A copy of the section 1 annual governance statement had been circulated with the agenda. Members discussed each statement in turn and agreed a positive response to all statements. This would be presented to the Council to ratify on the 27<sup>th</sup> June.

DRAFT MINUTES TO BE RATIFIED BY THE COMMITTEE AND COUNCIL

**FGP 18/799 CONFIRM DIRECT DEBIT COMPANY'S PAYMENTS**

A list of companies paid by Direct Debit was circulated with the agenda; these were approved

**FGP 18/800 CONFIRM SUBSCRIPTIONS FOR THE YEAR**

A list of subscriptions paid by the Council were circulated with the agenda; these were approved by 5 votes to 1.

A query was raised as to the need for South West Councils and the Avon Association of Local Council; The use of both was explained and agreed.

**FGP 18/801 RECEIVE UPDATE RE DATA PROTECTION OFFICER**

Members were informed of the amendment to the Data Protection Act 2018 which removes the legal requirement for Parish & Town Councils to appoint a DPO; The recommendation from NALC & LGA is that medium to large Parish/Town Council do still appoint a DPO. It was **AGREED** that Clevedon Town Council to safeguard the Council and staff members should appoint an independent DPO.

Members discussed the offer from NSC to offer the DPO services at a cost of £1500 per year. It was agreed to defer the decision to the next FGP Meeting to enable clarification to be obtained from NSC as to the price following the change in the law and to investigate possible joint DPO with neighbouring town councils.

**FGP 18/802 RECEIVE UPDATE ON IT UPGRADE**

The Town Clerk gave a verbal report on the migration of the IT systems to the new server and the upgrade of the software to Office 365. The new planning laptop has been purchased. Councillors emails addresses have been set up and will be implemented shortly; currently awaiting a piece of new software to be written to enable notification of emails on the web site to be set to individual Councillors nominated email addresses. Mr Redfern has set up a support system for Councillors once the new email addresses are implemented to assist with any internal problems. Members noted the hours spent by the Town Clerk and Mr Redfern undertaking the above migration.

**FGP 18/803 DISCUSS AND AGREE THE PURCHASE OF BLACK ARM BANDS FOR THE COUNCILLORS USE**

In response to a question it was explained that black arm bands were listed on the protocol for death of a senior official. Following a short discussion, it was **AGREED** that each individual Councillor will be responsible for their own appropriate dress code for any future civic event in respect of the protocol.

**FGP 18/804 DISCUSS THE EMPLOYMENT OF TOWN ORDERLIES**

In the absence of Cllr Morgan who raised this issue at the Council meeting the item would be deferred to the next FGP Meeting.

**FGP 18/805 RECEIVE THE DETAILS OF THE RESULT FOR CLEVEDON BID.**

The Clevedon BID results which had been emailed to all members were confirmed at the meeting. In respect of Clevedon Town Council individual vote of YES. 13 Councillors voted yes, 4 Councillors voted no, and 4 Councillors failed to vote.

**FGP 18/806 APPROVE THE FGP TOWN CLERKS ATTENDANCE AT THE SLCC NATIONAL CONFERENCE**

Proposed, seconded and **AGREED** by 8 votes to 1 that the Town Clerk attendance at the National SLCC Conference was agreed up to a budget of £450.

**FGP 18/807 AGREE A REVIEW OF STANDING ORDERS**

Proposed, seconded and **AGREED** a small working party would review the standing orders in detail. Any suggestions for changes to areas NOT in bold type (specified under statute) should be given to the working party along with the proposed amended wording. Working Party – Cllr Hill, Cllr Francis-Pester, Cllr Barton, & Cllr West.

Cllr Shopland asked that the 2 amendments proposed by motion on the Council agenda and due for discussion on 27<sup>th</sup> June be included in the review instead.

**FGP 18/808 AGREE A REVIEW OF FINANCIAL REGULATIONS**

Proposed, seconded and **AGREED** a small working party would review the financial regulations in detail. Any suggestions for changes to areas NOT in bold type should be given to the working party along with the proposed amended wording. Working Party – Cllr Hill, Cllr Francis-Pester, Cllr Barton, & Cllr West

**FGP 18/809 CHAIRMAN ITEMS FOR INFORMATION ONLY**

There were no chairman's items for information.

**FGP18/810 DETERMINE PART I AND PART II ITEMS.**

There is no part 1 items

Meeting closed at 8.14pm

CHAIRMAN .....DATE .....