

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN**  
**THE COUNCIL OFFICES, 44 OLD STREET, ON WEDNESDAY 3<sup>RD</sup> AUGUST 2011**  
**AT 7.30 PM.**

**Present:** Councillor C Francis-Pester Committee Chairman  
 Councillor, B. Garner, Cllr C. Hall, G Hill, L. Little, J Middleton, T Morgan, D  
 Shopland, A. Walker.  
 Town Clerk – Ms P. Heath,

**INFORMAL SESSION**

**Lottery Bid**

Members were given an update on the failed bid by Mr J Flanagan NSC. The Bid had been matched against several formal walled gardens. Having spoken to the case officer, NSC was being encouraged to put in a Heritage Lottery bid for the marine lake, approximately £150,000. NSC would have to provide 5% of the bid as matched funding; generated from the current budget for ongoing repairs, as the total project would be more cost effective. The Bandstand would form another project and talks were on going with the Civic Society as to the repair and long-term maintenance. Other areas of the original bid would be considered in isolation along with current budgets and proposals by third parties; current section 106 money was already allocated but new Section 106 monies could be used to fund the projects.

**Ground Maintenance**

As from April 2012 a new combined tree and ground maintenance contract would be operated. The new contracted did not include the planting and maintenance of flowerbed areas. Either all current flower beds would be filled in, grassed over, or permanent planted. There would be an option for town and parish councils to take over the planting and maintenance of the flowerbeds at their expense either within an “add on” to NSC contract or via an independent contractor. NSC current budget for flowerbeds was £250,000 of which approximately £40,000 was for the plants and £190,000 for the day-to-day maintenance. Clevedon’s share was approximately £8,000 for plants and £25,000 for the maintenance. Mr Flanagan had approached a local contractor to establish a guide price for planting and maintaining the current flowerbeds he explained that the contractors price was about a 57% reduction on NSC costs but that was with Portishead, Weston and Clevedon working together, Nailsea already operates independently.

Concern was expressed at the reduction of service within Clevedon over the last few months and members wanted assurance that the full contract levels would be operated in Clevedon up to the end of the current contract. Members were assured that the drop in the level of the service was not due to Portishead and Weston contract requirements and that the full contract levels would be operated until April.

A plan of all the flowerbeds, their contents and maintenance was given to the Councillors to discuss.

Members wished their appreciation of all Mr Flanagan’s hard work in respect of the Sea Front Lottery bid to be recorded.

**FORMAL SESSION**

**FGP 11/146 APOLOGIES FOR ABSENCE.**

Apologies were received and accepted from Cllr C Blades (family commitment), J Geldart (family commitment), & Cllr J. Norton-Sealey (illness)

**FGP 11/147 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

There were no declarations of interest for items on the agenda

**FGP 11/148 MINUTES OF THE PREVIOUS MEETING**

The minutes of the Finance & General Policy Committee meetings held on 8<sup>th</sup> June 2011 and ratified by Council on 13<sup>th</sup> July 2011 were accepted.

<b>PART 1</b>
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**FGP 11/149 AGREE DIARY DATES FOR 2012 MEETINGS**

Proposed seconded and **RECOMMENDED** that the diary dates for Clevedon Town Council meetings 2012 be accepted as circulated

<b>PART 2</b>
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**FGP 11/150 TO RECEIVE AND DISCUSS THE CURRENT FINANCIAL STATEMENT AND BUDGET SHEETS**

A copy of the financial spreadsheet was circulated with the agenda, discussed and noted.

Triangle Clock Tower – the Town Clerk would action the turning off the lights.

**FGP 11/151 DISCUSS THE DECISION ON THE LOTTERY BID AND MAKE ANY DECISIONS ON FUTURE BIDS**

Members discussed the information in the informal session. Members were supportive of the lottery bid for the Marine Lake, and would work with NSC to bring the other projects to fruition.

**FGP 11/152 DISCUSS THE PROPOSED IMPACT OF THE CHANGES TO MAINTENANCE CONTRACTS.**

Members discussed the information from the informal session and agreed that a special meeting to be arranged in September to discuss how the future of the flower beds in Clevedon. To agree if the Town Council takes over some or all of the beds and what they recommend as to any beds they do not take over- fill in, grass over, or permanent planted. A copy of the document provided by Mr Flanagan would be circulated to all Committee Members to enable them to look at all the beds before

the meeting, to enable members to have an informed discussion. Members noted that any plants would need to be ordered from growers by late October due to the quantities required. It was agreed to request detailed figures from NSC on Clevedon flowerbed maintenance, evidence of the savings and details from the contractor quoted by Mr Flanagan.

### **FGP 11/153 RECEIVE AND DECIDE ON THE GRANT FUNDING BIDS AS PER CIRCULATED INFORMATION**

Following a discussion, the following grant allocations were **AGREED**:-

- **Avon Wildlife** - £0
- **Clevedon Amateur Swimming Club** - £500
- **Clevedon Choral Society** - £150
- **Clevedon Community Centre** - £0 – Members felt that there should be a more integrated planned development of the Community Centre rather than one off projects. A query was raised as to the lease stated in the Accounts as having been agreed and signed.
- **Clevedon Community First Response** - £0
- **Clevedon Nit Wits** - £0-
- **Clevedon Olde tyme & modern dance** - £0
- **Clevedon Pilot Gig Club** - £0
- **Clevedon Pride** - £0 – No financial papers or accounts had been submitted.
- **Cruse** - £0
- **Curzon Project 1** - £250
- **Curzon project 2** - £0 – criteria states only one grant application per year
- **Land Yeo Friends** - £150
- **Marlens** - £500
- **Cross Road Carers** - £500
- **NS Accordion Club** - £0
- **NS Mencap Cool Summer Club** - £200
- **NS Mencap play scheme** - £0 – although a separate branch of the organisation members felt that the criteria of only one application per year applied.
- **Vitalise** - £0

### **FGP 11/154 RECEIVE GRANT FUNDING REQUEST RANGERS SERVICE**

Members discussed that application and **AGREED** a grant of £1500 from budget 4158/104

### **FGP 11/155 TOWN COUNCIL NEWSLETTER – TO DISCUSS THE WAY FORWARD FOR THE NEWSLETTER AND CREATE GUIDELINES ON THE CONTENT.**

The Town Clerk reported on the system used for the previous 2 newsletters where by the Clerk compiled the newsletter with input from Councillors, the final document was agreed by the Chairman and Vice Chairman of the Council before being submitted. Following a discussion, it was **AGREED** that the newsletter would continue to be produced in this format and that the Town clerk would be listed as editor.

**FGP 11/156 DISCUSS TOWN CENTRE REVITALISATION FOLLOWING ON FROM DISCUSSIONS IN RELATION TO TOWN CENTRE SURVEY [EP 11/137] AND DECIDED BE MOVED TO FGP COMMITTEE.**

The Committee Chairman reported on the meetings with Simon Gregory of North Somerset Council and Clevedon Chamber of Trade. The Town Council's survey would be distributed by hand in the coming week.

Proposed seconded and **AGREED** that due to the complexity of the issues that will cross all Committee boundaries the project will be moved to the Finance & General Policy Committee from the Environment & Property

**FGP 11/157 CHAIRMAN ITEMS FOR INFORMATION ONLY**

There were no Chairman's items for information

**FGP 11/158 TO DETERMINE PART I AND PART II ITEMS**

Agenda item 8 was initial identified as a part 1 being over £1000 but is against a specific budget so is within the Committee control. Agenda item 11 Diary dates for ratification by Council.

*The following item was heard under section 2 (1) Public Bodies (admission to meetings) act 1960*

**FGP 11/159 RECEIVE DETAILS OF THE TOWN CLERKS ANNUAL APPRAISAL AND OUTCOMES; TO DISCUSS AND MAKE RECOMMENDATION TO COUNCIL.**

The Town Clerk left the meeting; minutes were taken by the Chairman.

The Committee Chairman summarised details of the Town Clerk's appraisal carried out with Cllr Blades on 10<sup>th</sup> June 2011. Following a discussion, it was proposed, seconded and **RECOMMENDED** that the Town Clerk move Band 42 to Band 43 on the national spine code plus £180 to equate to a 3% rise effective from 1<sup>st</sup> July 2011; subject to there being no need for contractual changes. The Committee Chairman to provide a formal letter of confirmation to the Town Clerk

The meeting finished at 8.59 pm

APPROVED AS A TRUE RECORD

CHAIRMAN ..... Date .....