

CLEVEDON TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, ON WEDNESDAY 17TH SEPTEMBER 2014 AT
7.30PM

Present: Councillor C Francis-Pester Committee Chairman
 Councillors, B. Garner, G. Hill, J. Middleton, P. McNeill, N. Pennycott, D.
 Shopland, G. Watkins,
 Town Clerk – Ms P. Heath,

FGP 14/460 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors, J. Geldart (illness) C. Hall (family commitment), L. Knott (family commitment), J. Norton-Sealey (other commitment) and T. Morgan (family commitment),

FGP 14/461 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest for items on the agenda

FGP 14/462 RECEIVE AND APPROVE THE MINUTES OF PREVIOUS COMMITTEE MEETINGS HELD ON 23RD JULY 2014

The minutes of the Finance & General Policy Committee meetings held on 23rd July 2014 and ratified by Council on 27th August were accepted.

PART 1

FGP 14/463 RECEIVE AND AGREE RECOMMENDATIONS FROM THE STAFFING SUBCOMMITTEE AS LISTED IN 8TH SEPTEMBER MINUTES

The Members agreed the following recommendations to the Council discussions of which are shown under FGP14/473

1. Proposed, seconded and **RECOMMENDED to COUNCIL**: That the Staffing Sub-Committee becomes a standing sub-committee of FGP to deal with all staffing issues meeting as and when required with a minimum of one meeting a year.
2. Proposed, seconded and **RECOMMENDED to COUNCIL**: That the Staffing Sub-Committee continue to monitor TOIL hours and have the designated authority to buy out any TOIL hours.
3. Proposed, seconded and **RECOMMENDED to COUNCIL**: That the Council budgets to purchase TOIL in the budget based on the annual calculations
4. Proposed, seconded and **RECOMMENDED to COUNCIL**: That the Staffing Sub-Committee review the situation after 6 months of these recommendations and if needed will make further recommendations direct to Council including possible increase in the number of hours assigned to the role
5. Proposed, seconded and **RECOMMENDED to COUNCIL**: That the office opening times to the public should be changed to 10am to 2pm; the reception door being closed outside of these times and the phone being reverted to answerphone.
6. Proposed, seconded and **RECOMMENDED to COUNCIL**: That the web site is amended to include on the front page a link to the services provided and contact details of the Town Council and other authorities and organisations.

7. Proposed, seconded and **RECOMMENDED to COUNCIL**: That the Caretakers hourly rate is increased to £7.50 per hour in recognition of the work involved with the role.
8. Proposed, seconded and **RECOMMENDED to COUNCIL**: That the Council purchases a new telephone system to enable a two level cascade system from the preferred contractor, ADT, following independent technical advice; at a budget of £1800
9. Proposed, seconded and **RECOMMENDED to COUNCIL**: That the Council investigates and obtain costs to scan the Councils minutes from 1973 to 2009 then archive them at Taunton
10. Proposed, seconded and **RECOMMENDED to COUNCIL**: That the Council investigates a company to undertake the sorting, thinning, and cataloguing of the archive room, excluding the minutes, to make searching of records easier

PART 2

FGP 14/464 RECEIVE AND AGREE THE FGP COMMITTEE BUDGET 2014/2015.

Members received and noted the finance papers that had been circulated with the agenda

FGP 14/465 RECEIVE THE EXTERNAL AUDIT SECTION 3; TO RECEIVE AND CONSIDER THE EXTERNAL AUDITORS REPORT.

Members received and accepted the external auditor's report which had been circulated with the agenda. The Town Clerk as RFO explained to members that the external auditor's recommendations would be implemented in the current year. It was noted that the external auditor had changed so different interpretations of the guidance. Members noted the grammatical and spelling errors on the external auditor's letter.

FGP 14/466 TO CONSIDERATION DRAFT TERMS OF REFERENCE FOR FINANCE & GENERAL POLICY COMMITTEE

A copy of the original terms of reference had been circulated with the agenda. Members discussed what changes may be required.

The Committee Membership needed to be clarified it was agreed to amend the wording to "The Committee will consist of at least 11 members to include:-

The Chairman of the Council

The Vice Chairman of the Council

The immediate past Chairman of the Council

The Chairman of all Standing Committees; Transport & Highways; Planning; Environment & Property; Town Events & Amenity and Allotments. (The list to be amended as and when required by the Council.)

Such Councillors as the Council agree as additional Members and such co-opted Members as the Committee may deem necessary to provide specialist information for a specific project"

Members noted that the Personnel section may be amended to incorporate the Staffing Sub Committee after the next Council meeting..

FGP 14/467 RECEIVE REPORT ON THE 4TH AUGUST "LIGHTS OUT" EVENT AND DISCUSS, IN PRINCIPAL, THE PLANNING OF AN EVENT IN 2018,(11.11.2018 IS A SUNDAY) TO MARK THE CESSATION OF HOSTILITIES ON 11TH NOVEMBER 1918.

Members noted that the event had been well received and had been successful. The Members discussed 2018 feeling that this was a more important occasion and that the Council should be minded to commemorate the end of hostilities.

Members noted that it would fall within a new Council's remit so could only agree in principal to hold an event on 11th November 2018.

Proposed, seconded and **AGREED** that the new Council be requested to organise an event to commemorate the cessation of hostilities on 11.11.1918.

Proposed, seconded and **AGREED** that a ring fence budget of £500 per year be raised to spread the cost of hosting such an event.

FGP 14/468 TO RECEIVE NOTIFICATION OF SERVERS WARRANTY DUE TO EXPIRE DEC 2014 AND DECIDE IF THE COUNCIL WISH TO EXTEND QUOTATION ATTACHED

Members discussed the benefits of extending the warranty over the purchase of a new machine and transferring the data. As the server is only 2 years old it was agreed to extend the warrant for 1 year at 4 hour call out at a cost of £207.

FGP 14/469 TO RECEIVE DETAILS OF PHOTOCOPIER QUOTES FOLLOWING THE END OF THE LEASE OF THE CURRENT MACHINE.

Members discussed the needs of the Council in respect of a mono over a colour copier. It was noted that there is very little colour copying done and that for the small amount a local company can do it at a cost effective rate.

Proposed seconded and **AGREED** to go with company c subject to confirmation of callout and aftersales service.

FGP 14/470 TO RECEIVE AND CONSIDER THE SMALL GRANT APPLICATIONS AS ALREADY CIRCULATED TO COMMITTEE MEMBERS

Members discussed each grant application in detail, against the Councils criteria and policy. Proposed, seconded and **AGREED** the following allocations including those under LGA 1972 s137 as annotated

Clevedon ATC 1446	£465.00	LGA 1972 s 137
Clevedon United Junior FC	£300.00	LGA 1972 s 137
Clevedon YMCA	£500.00	LGA 1972 s 137
Golden Oldies Charity	£150.00	
Great Western Youth Theatre	£300.00	
Marlens – Friday school day	£500.00	LGA 1972 s 137
NS Mencap cool summer club	£250.00	LGA 1972 s 137

Members agreed not to provide grants for Clevedon Lions, Daylight Plus Club, NS Accordion Club, NS Arts, Transition Clevedon, West of England MS Therapy.

14/470.2 TO RECEIVE DETAILS OF GRANT REQUESTS MADE AFTER THE DEADLINE.

Members discussed and agreed to receive a grant submitted after the deadline on the agreement that the organisation be informed that this was a one-off. It was noted that the grant allocation would be against the underwriting of a loss rather than direct funding.

Proposed seconded and **AGREED** to allocate to Clevedon Flower Show a sum of up to £500 to underwrite the first £500 of any loss for the 2014 flower show.

FGP 14/471 CHAIRMAN ITEMS FOR INFORMATION ONLY

Members were informed that MV Balmoral was looking for funding; details are in the office if any member wished to support them.

The following items will be heard under section 1 (2) Public Bodies (admission to meetings) Act 1960 due to the confidential nature of the business to be discussed in regards to staffing.

FGP 14/472 RECEIVE MINUTES OF THE STAFFING SUB-COMMITTEE

Proposed seconded and **AGREED** to accept the minutes of the 3 staffing subcommittee meetings held on 11th July, 8th August and 8th September.

FGP14/473 TO RECEIVE AND AGREE RECOMMENDATIONS FROM THE STAFFING SUBCOMMITTEE AS LISTED IN 8TH SEPTEMBER MINUTES

Members discussed the recommendations as listed on the minutes of the 8th September subcommittee meetings. The Chairman of the committee reiterated the criteria that the subcommittee had been given to assess the staffing arrangements and working systems/procedures, to ascertain how the TOIL amount could be reduced and what changes, if any, would be required to assist the reduction of the TOIL requirements.

Members discussed recommendation no 5 the change of the office opening hours to 10am to 2pm this would enable an hours downtime in the morning (9am – 10am) to deal with urgent issues and overnight problems received via the telephone, email, and post, whilst still retaining the ability for residents to visit in their dinner hours.

Members agreed in respect of recommendations 9 and 10 that if these are agreed by the Council a small working party would be set up to oversee the implementation of these recommendations.

Proposed seconded and **AGREED** by 5 votes to 1 that the Committee would make the recommendation to Council of all 10 recommendations as per the minutes of the 8th September meeting. A proposal to remove recommendation no 5 for a separate vote was defeated by 4 votes to 3.

The recommendations are a part 1 item and listed under FGP 14/463

FGP 14/459 DETERMINE PART I AND PART II ITEMS.

Agenda item 13 the recommendations from the staffing subcommittee.

Meeting closed at 8.45 pm

CHAIRMAN DATE