



CLEVEDON TOWN COUNCIL

44 Old Street, Clevedon, BS21 6BU

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FINANCE AND GENERAL POLICY

Chairman of the Committee: -

Dear Member

You are hereby summoned to attend the **Finance and General Policy** meeting of Clevedon Town Council, which will be held in the Committee Room, 44 Old Street, Clevedon on **Wednesday 27th May 2015 at 7.30 pm**

Signed Ms P. J. Heath MILCM
Town Clerk

PUBLIC PARTICIPATION - Not exceeding 20 minutes, with no more than 5 minutes per individual, dependent on the number wishing to speak, for members of the public to make comment or ask questions.

AGENDA

1. To receive apologies for absence
2. Declarations of Interest for items on the agenda
3. To elect a Vice Chairman for 2015/2016
4. To receive the minutes of previous committee meetings held on 25th March 2015 & 18th May 2015 - attached
5. To receive the FGP Committee Budget/Actual spreadsheet 2015/2016.
6. To elect members of the following sub committees/working groups
 - a. Staffing (3 members plus Chairman of the Committee)
 - b. Members of the staffing appeals committee (3 members plus Vice Chairman of the Council)
7. To receive for approval and recommendation to Council of the annual accounts to 31st March 2015 following internal audit [copy in the black file]
8. To receive the Internal Auditors report and approve payment of honorarium.
9. To confirm annual subscriptions
10. To confirm utility bills paid by Direct Debit.
11. To receive small grants criteria and agree timetable for allocation of small grants.
12. To discuss time table and procedure for named grants (grants normally agreed for a 3 year period)
13. To receive notification of review of Financial Regulations, Financial Risk Assessments and Internal Audit Procedures at 22nd July 2015 meeting; and agree format of the review. [documentation in the black file]
14. To agree at web site contents review
FOR INFORMATION
15. Chairman Items for information only
16. To determine Part I and Part II items.

Members are reminded that they must declare a prejudicial or personal interest as soon as it becomes apparent in the course of the meeting

Small Grants Timetable

29th May 2015 – grant forms go live on the web site
27th May and 24th June – articles in the Town Councils Newsletter
31st July – Deadline for small grants
26th August – copies of grants distributed to FGP Councillors
16th September – grant allocated
Grants paid September 2015

Named Grants Procedure

{16th September} Named Grants recipients contacted and asked to supply 3 years business plan.

{11th November} FGP discuss the business plans and, if required, invite the organisation to make a presentation to the Committee at a special FGP meeting.

{16th December} FGP recommend to Council the 3 year allocation of grants to named organisations.

Current recipients:-

Citizens Advice Bureau

Clevedon Community Association

Rangers – sea front team (bandstand & fun days)

YMCA Youth worker

Children's Youth & Community Centre "The Barn" – youth club

Annual Subscription

AVALC/NALC – Avon Association of Local Councils/National Association of Local Councils

£1287.31 April – March 2016

SW Councils

£350 April – March 2016

LCAS – Local Council Advisory Service

£95 Aug – July 2016

SLCC – Society of Local Council Clerks

£260 Jan – Dec 2015

CPRE – Campaign to Protect Rural England

£36 Jan – Dec 2015

Utility Bills paid by DD

Rates – NSC

Telephone – BT

Water Rates – Bristol Water

Electricity – Scottish Power 5 accounts (44 Old Street + Christmas lights meters Triangle Club, Clock Tower, WH Smiths, Village Hall).

Gas – British Gas

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