

CLEVEDON TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES 44 OLD STREET ON WEDNESDAY 2ND JANUARY 2019 AT 7.30PM

Present: Committee Chairman Cllr G. Hill
 Cllrs N. Barton (7.40pm), B. Cherokoff, L. Fone, C. Francis-Pester, L. Little, J. Middleton, T. Morgan, K. O'Brien (7.40pm) G. Watkins, J. West.
 Ms Paula Heath Town Clerk,

FGP 19/863 RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor J. Norton-Sealey.

FGP 19/864 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest for items on the agenda at this point.

FGP 19/865 RECEIVE THE MINUTES OF PREVIOUS COMMITTEE MEETING

The minutes of the Finance & General Policy Committee meeting held on 31st October 2018 and ratified by Council on 12th December 2018 were accepted and signed by the Chairman as a true record.

FGP 19/866 RECEIVE THE MINUTES OF PREVIOUS COMMITTEE MEETING

The minutes of the special Finance & General Policy Committee meeting held on 13th November 2018 and ratified by Council on 12th December 2018 were accepted and signed by the Chairman as a true record.

Cllr N. Barton & Cllr O'Brien arrived

FGP 19/867 RECEIVE THE FGP COMMITTEE BUDGET/ACTUAL SPREADSHEET 2018/19

Members noted the accounts sheets that had been circulated with the agenda; there were no questions

FGP 19/868 RECEIVE AND AGREE FGP COMMITTEE BUDGET FOR 2019/2020

The Draft budget had been circulated with the agenda. Members discussed the budget in detail and the RFO responded to questions on the figures. Members accepted that any budget is an anticipation of income and expenditure based on information known at the time of calculation.

Proposed, seconded and **RESOLVED by 10 votes to 0** to accept the FGP Budget as circulated.

101		WAGES		
	4001	Town Clerk	£	37,260.00
	4002	Deputy Town Clerk	£	12,970.00
	4003	Admin Assistant	£	12,870.00
	4006	Caretaker	£	8,310.00
	4004	pension ers contribution	£	13,900.00
	4005	paye ers contribution	£	6,180.00
	4007	Staff Travel & Expenses	£	150.00
	4008	Wages Contingency	£	1,000.00
	4013	Staff Training Hours	£	3600.00

DRAFT MINUTES TO BE RATIFIED BY THE COMMITTEE AND COUNCIL

4010	postage	£	750.00	
4012	stationery	£	900.00	
4014	photocopier Maintenance	£	1,200.00	
4020	Water Cooler & Refreshments	£	350.00	
4425	Purchase office equipment	£	1,000.00	
4025	bank charges	£	250.00	
4205	Office Maintenance	£	120.00	
4030	Telephone	£	1,000.00	
4031	Broadband	£	625.00	
4035	website management	£	400.00	
4032	Back up and Server Fee	£	1,000.00	
4037	GDPR exps	£	1,500.00	
4039	Newsletter	£	2,000.00	
4040	Subscriptions	£	3,500.00	
4043	audit fees	£	1,000.00	
4041	Conference & Training	£	4,500.00	
4042	Rialtas software & Maintenance	£	550.00	
4047	insurance	£	5,000.00	
4050	Chairman's Allowance	£	1,900.00	
4051	Council Hospitality	£	2,000.00	
4055	Wreath & Memorial payments	£	50.00	
4056	Document Archiving & Storage	£	300.00	
4045	Election	£	15,000.00	
4057	Councillors Travel Expenses	£	250.00	
103	GENERAL EXPENSES			
1190	Interest Received			1000
4058	CCTV	£	20,000.00	
104	GRANTS			
4154	# CAB	£	25,000.00	
4156	General grants under powers	£	7,000.00	
4159	# The Barn Children Centre	£	23,100.00	
4160	Twinning	£	500.00	
4166	RBL 50% band	£	250.00	
4165	# YMCA youth worker	£	11,000.00	
4172	# CCA	£	3,000.00	
4174	Neighbourhood Plan Grant	£	5,000.00	
407	PUBLIC CONVIENIENCES			
4470	Payment to Contractor	£	21,500.00	
4475	PWLB Interest Payments	£	12,000.00	
4354	Chalet Toilet Refurbishment	£	5,000.00	
	COMMITTEE TOTAL		274735.00	1000.00

FGP 19/869 RECEIVE, DISCUSS AND RECOMMEND TO PRECEPT MEETING THE CLEVEDON TOWN COUNCIL BUDGET FOR 2019/2020.

The draft budgets from the other committees had been circulated with the agenda, it was acknowledged that the Transport & Highways Committee and Property Committee still had to ratify their budgets. The current draft budget indicated a 6% rise in precept. Members noted the amount of reserves as circulated with the figures and the amount of earmarked reserves and prudent reserves required under the Accounts & Audit legislation. The Members discussed in detail the amount of percentage increase they feel was prudent with reserves being used to achieve that percentage. Once T & H & Property have confirmed their budgets amended sheets will be circulated in time for the Precept Meeting on 23rd January; the meeting will be at 7.30pm prior to the planning meeting.

DRAFT MINUTES TO BE RATIFIED BY THE COMMITTEE AND COUNCIL

Members were asked to study the budget and seek any clarification of figures prior to the meeting so that an informed discussion can be held, and members proposals discussed.

FGP 19/870 RECEIVE UPDATE ON THE LAND TO THE REAR OF BROOKFIELD WALK. [18/851]

The Members noted the responses from North Somerset Council which confirmed that they were carrying out a series of investigations on the land at the rear of Brookfield Walk, but that the proposals are not in the public domain. NSC assured the Town Council that before any development is agreed for the site both they and the public will be consulted. Members noted that Cllr D Shopland who is the NSC Ward Councillor should be able to obtain further information from the NSC Officers. Members noted that until details have been received the working group as agreed (East Ward Councillors & the Chairman of Council) would not meet. It was **AGREED** that the Town Clerk and Chairman of the Committee would contact the residents who attended the Council meeting with details of the response from NSC.

FGP 19/871 RECEIVE UPDATE ON THE ANNUAL MEETING WITH HEALTHMATIC [18/853].

The report from the meeting had been circulated with the agenda. Members noted the further meeting planned for the 29th January was to discuss the proposals investigations and costs that had been made at the meeting; these would be reported back to the next scheduled FGP meeting.

FGP 19/872 DISCUSS FORMAT FOR CONSIDERATION OF THE HEALTHMATIC CONTRACT DUE FOR REVIEW AUGUST 2020.

It was **AGREED** that a special FGP meeting would be held at the end of February, date to be arranged, to enable all members to put forward their thoughts and suggestions in respect of the future contract. Members noted that there was an ability to roll on the contract for another 7 years.

Following the February meeting investigations would be held into the detailed cost implications of any adjustments or amendments to the contract suggested by members prior to any formal processes in respect of the Toilets Contracts.

It was explained that the Council as a Corporate Body can make decisions effecting future budgets and action of the Council over the individual members term of office; the Corporate Body will continue even if the individual members change.

FGP 19/873 DISCUSS THE TOWN CLERKS AND DEPUTY TOWN CLERKS ATTENDANCE AT SLCC CONFERENCES 2019; TO AMEND FULL COUNCIL FROM 2ND OCT TO 25TH SEPTEMBER.

Members were informed that the SLCC annual Conference started on the day of the Council meeting in October, as it had previously been agreed that the Town Clerk and Deputy Town Clerk should both attend the annual conference, the request was to move the Council meeting to the previous week. Proposed, Seconded and **RESOLVED by 9 votes to 0** to move the 2nd October Council meeting to the 25th September.

FGP 19/874 DISCUSS AND DETERMINE FUTURE MANAGEMENT OF THE CHAIRMAN'S ALLOWANCE IN RESPECT OF INCOME TAX.

Following a discussion, it was proposed, seconded and **RESOLVED by 9 votes to 0** that as from 1st April 2019 the Chairman's Allowance will be paid against actual receipts and expenses claims and not as a lump sum through the PAYE system.

FGP 19/875 CHAIRMAN ITEMS FOR INFORMATION ONLY

There were no Chairman's items for information

FGP 19/876 DETERMINE PART I AND PART II ITEMS.

There are no part 1 items. The budget will be presented to the Precept Meeting.

Meeting closed at 8.31

CHAIRMANDATE