

CLEVEDON TOWN COUNCIL

MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN THE COUNCIL OFFICES 44 OLD STREET ON WEDNESDAY 13TH JANUARY 2016 AT 7.30PM

Present: Councillor C Francis-Pester Committee Chairman
 Cllrs, N. Barton, C. Blades (7.38), J Geldart, G. Hill J. Middleton, T. Morgan, D. Shopland (7.50), G. Watkins,
 In Attendance Ms Paula Heath Town Clerk

Informal Session

Cllr Blades and Cllr Shopland arrived during the informal debate.

The YMCA made a presentation in respect of their 3 year grant request (agenda item 5). Mrs Jane Bird and Mr Ray Wilson attended and explained to members the role and work of the YMCA. Currently they run after school activities 3 nights a week for younger students with a Friday night drop in for 14 – 18 year olds. They are limited on the services they can provide by the number of volunteers and paid youth workers available. 2 have left in the previous year and only 1 replacement hired to date. Members questioned the representatives on the plans for the forth coming years and how the YMCA interlinked with the Barn.

The YMCA hoped to increase the level of support they give not only at the drop in sessions working with vulnerable young adults but also with the schools to extend that support. The confirmed that they work with and run a complimentary service to that offered by the Barn Youth and Community Group. The outreach programme has not been continued but on a more ad hoc basis over the last couple of years due to lack of youth workers, the priority being having an open door policy.

All Councillors were invited to visit the YMCA drop in sessions and volunteer if they have any spare time.

The YMCA representatives left the meeting

FGP 15/562 RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors, J. Cook (work Commitment), J. Norton-Sealey (other commitment) J. West (family commitment)

FGP 15/563 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest for items on the agenda, although Cllr Geldart reminded members that she was the Council's representative on the Children's Network Commission.

FGP 15/564 RECEIVE THE MINUTES OF PREVIOUS COMMITTEE MEETINGS HELD ON 11TH NOVEMBER 2015

The minutes of the Finance & General Policy Committee meetings held on 11th November 2015 and ratified by Council on 16th December 2015 were accepted and signed by the Chairman as a true record

FGP 15/565 RECEIVE THE FGP COMMITTEE BUDGET/ACTUAL SPREADSHEET 2015/2016.

Members received and noted the spreadsheets circulated with the agenda

fgp 13th jan 2016

Subject to ratification by Council and Committee

29 January 2016

FGP 15/566 RECEIVE THE ALLOCATION OF THE NAMED GRANTS 3 YEAR AGREEMENT AS AGREED ON 4TH JANUARY AND RECEIVE THOSE PRESENTATIONS REQUESTED AT THE 4TH JANUARY MEETING.

Members noted and discussed the information received in the Informal session from the YMCA. It was proposed, seconded and **AGREED** by 8 votes to 0 to provide a 3 year deal of £10,000 per year from 2016/17 to 2018/19.

Following on from the meeting on the 4th the following 3 year deals have been **AGREED**.

The Barn – Clevedon Youth & Community Centre £23100 per year

YMCA £10,000 per year

Clevedon Community Centre - £2500 per year

Citizen advice Bureau - £20,000 per year split £7800 towards rent £12200 towards running costs

FGP 15/567 DISCUSS THE SETTING OF THE FINANCE & GENERAL POLICY COMMITTEE BUDGET FOR 2016/2017

Copy of the proposed budget was circulated with the agenda. Members discussed the increase over last year's budget primarily due to the £15,000 for the CCTV which has moved from special expenses to the council budget. I.e. special expenses would reduce by £15,000 and the Council budget increase by £15,000. It was **AGREED** to invite the Police to a future FGP Meeting to discuss the CCTV usage and usefulness in the town.

Members discussed the inclusion in the budget of an amount for increased provision of public toilets; the quotations received so far would be discussed by the Public Toilets Working Group on 8th February. At the request of the committee the indicative figures were given to the meeting. It was noted that within reserves is a £30,000 property fund which could be used for the first years Public Works Loan Board repayment should the Council decide to undertake any of the proposals being considered.

Proposed seconded and **AGREED** the Finance & General Policy Budget as circulated with the agenda at £239585.

FGP 15/568 DISCUSS AND RECOMMEND THE COUNCIL'S BUDGET FOR 2016/2017 FOR THE PRECEPT MEETING ON 27TH JANUARY 2016.

Members discussed the total budget request for 2016/2017

Proposed, seconded and **RECOMMENDED to COUNCIL'S PRECEPT MEETING** by a vote of 6 votes to 0 the budget as circulated of £330939. A band d rate of £43.12. Members noted that £1.95 of the increase was due to the CCTV transfer and that the special expenses for Clevedon would be reduced by £1.95.

FGP 15/569 AGREE A POLICY AND RECOMMENDATION TO COUNCIL ON THE PUBLISHING OF MINUTES TO COMPLY WITH TRANSPARENCY REQUIREMENTS.

Members noted the requirements for the Council to publish on the web site draft minutes to comply with the Openness and Transparency requirements. It was proposed, seconded and **AGREED** by 8 votes to 1 that ALL the Councils draft minutes would be posted to a specific marked folder before being transferred to the Committee folders once they have been ratified by the Council.

FGP 15/570 DISCUSS THE FUTURE COUNCILLOR ASSISTANCE IN PRODUCING THE NEWSLETTER.

Members noted the current editorial team is the Town Clerk with Cllr Geldart to produce the Newsletter. The contents are then approved by the Chairman and Vice Chairman before being sent to the paper. Another Councillor was required to assist Cllr Geldart and the Town Clerk. Proposed, seconded and **AGREED** that Cllr N Barton should join the editorial team. It was discussed and **AGREED** that each Committee should bear in mind the Newsletter at the end of each meeting and Chairman of each committee should produce an article based on items raised or discussed at the meeting. The editorial Team would have the final say as to the articles included and have the power to edit any submission by a Councillor to ensure it was factually and legally correct and echoed the Councils decision and policy.

FGP 15/571 AGREE PROVISION OF FREE PLANTS FROM NSC AND THE REALLOCATION OF THE FREE PLANTS.

The Town Clerk and The Chairman of the committee explained the details of the “free plant” scheme by NSC and the problems that had been experienced over the last 2 years with plants being left on the patio for several weeks and many died. Several Councillors volunteered to collect the plants in May. It was **AGREED** that all the plants would have to be allocated before they were collected and that those receiving the plants would have to collect from the Town Council on the day of delivery and would then be responsible for the planting and maintenance. It was agreed to put an article in the newspaper offering plants to groups, organisations, and charity bodies (not individuals or business).

Cllr Geldart agreed to contact all the schools

ACTION TOWN CLERK & CLLR GELDART

FGP 15/572 AGREE ANY NOMINATIONS TO THE ROYAL GARDEN PARTY AS PER EMAIL CIRCULATED.

Following a discussion it was **AGREED** to put the following names forward for the ballot
 Nick Pennycott – former Chairman, Town Councillor and District Councillor
 Linda Knott - former Town Councillor, District Councillor
 Cllr Colin Hall – Former Chairman, Town Councillor and District Councillor

FGP 15/573 RECEIVE INVOICE FOR 2015 ELECTIONS AND APPROVE PAYMENT.

Proposed, seconded and **AGREED** to pay the invoice for the May 2015 elections at £2836.57

FGP 15/574 CHAIRMAN ITEMS FOR INFORMATION ONLY

There were no Chairman’s items for information.

FGP 15/575 DETERMINE PART I AND PART II ITEMS.

There were no part 1 items as the budget is sent to the Precept Meeting for agreement.
 Meeting closed at 9.08pm

CHAIRMAN DATE

fgp 13th jan 2016

Subject to ratification by Council and Committee

29 January 2016

Finance & General Policy Budget for 2016/2017

| Cost Code | Account Code | Account | 2016/2017 | |
|-----------|--------------|---------------------------------|-----------|------|
| 101 | | WAGES | | |
| | 4001 | Town Clerk | 29900 | |
| | 4002 | Committee Clerk | 9800 | |
| | 4003 | Admin Assistant | 9800 | |
| | 4006 | Caretaker | 6000 | |
| | 4004 | pension errs contribution | 7000 | |
| | 4005 | paye errs contribution | 7000 | |
| | 4007 | Staff Travel Expenses | 150 | |
| | | wages Contingency | 1000 | |
| | | Staff Training Hours | 3000 | |
| 102 | | OFFICE EXPENSES | | |
| | 4010 | postage | 750 | |
| | 4012 | stationery | 800 | |
| | 4014 | photocopier Maintenance | 700 | |
| | 4016 | Adverts | 300 | |
| | 4020 | Water Cooler & Refreshments | 700 | |
| | 4425 | Purchase office equipment | 1000 | |
| | 4025 | bank charges | 200 | |
| | 4205 | Office Maintenance | 160 | |
| | 4030 | Telephone | 900 | |
| | 4031 | Broadband | 300 | |
| | 4035 | website management | 500 | |
| | 4032 | Back up and Server Fee | 1050 | |
| | 4039 | Newsletter | 2000 | |
| | 4040 | Subscriptions | 2500 | |
| | 4043 | audit fees | 1200 | |
| | 4041 | Conference & Training | 1500 | |
| | 4042 | Accounts software & Maintenance | 575 | |
| | 4047 | insurance | 6200 | |
| | 4050 | Chairman's Allowance | 1700 | |
| | 4051 | Council Hospitality | 1800 | |
| | 4055 | Wreath & Memorial payments | 50 | |
| | 4057 | Councillors Travel Expenses | 50 | |
| | | Document Archiving | 400 | |
| | | Elections | 3500 | |
| | | CCTV (ex-special expenses) | 15000 | |
| 103 | | GENERAL INCOME/EXPENSES | | |
| | 1190 | Interest Received | | 1000 |
| 104 | | GRANTS | | |
| | 4154 | CAB | 20000 | |
| | 4156 | General grants under powers | 10000 | |
| | 4159 | The Barn Children Centre | 23100 | |
| | 4160 | Twinning | 500 | |
| | 4166 | RBL 50% band | 500 | |
| | 4165 | YMCA youth worker | 10000 | |
| | | CCA | 2500 | |
| | | Marine Lake HLF | 20000 | |
| 407 | | PUBLIC CONVIENIENCES | | |
| | | Interest Payment | 15500 | |
| | | Payment to Contractor | 21000 | |
| | | COMMITTEE TOTAL | 240585 | 1000 |