

CLEVEDON TOWN COUNCIL**Minutes of the 417th meeting of COUNCIL held in The Council Office, 44 Old Street, Clevedon at 7.30pm on Wednesday 6th October 2010**

PRESENT: Cllr C Hall – Chairman
 Councillors C. Arnold, C Blades, A. Cotton, J Dagnall, C. Francis-Pester, B. Garner, Mrs. L. Knott, Mrs. L. Little, P. McNeill, J. Middleton, D Shopland, N. Pennycott, G. Watkins, Mrs C. Wring
 Town Clerk - Ms P Heath;

7.30pm INFORMAL BUSINESS**PRAYERS**

Prayers were said by the Father Gray.

PUBLIC PARTICIPATION

There was no public present

FORMAL BUSINESS**10/59 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor E. Blades (family commitments), P. Ganniclift (illness), J. Norton-Sealey (illness) T. Morgan (family commitments) and G. Morris (illness),

RESOLVED: Council **ACCEPTS** the apologies and reason given for absence.

10/60 DECLARATIONS OF INTEREST

There were no declarations of interest for items on the agenda

10/61 THE MINUTES OF TOWN COUNCIL MEETING

RESOLVED: That the Minutes of the Council meeting held on 11th August were approved as a correct record and signed by the Chairman

10/62 THE CHAIRMAN'S COMMUNICATIONS – FOR INFORMATION ONLY**62.1 Chairman's Events**

The Chairman reported on events he had attended on behalf of the Council including the Burnham and Berrow civic celebrations, which included a march through the town, and The Police Memorial Service which was very moving.

62.2 Twinning Visit

The Chairman had sent 3 gifts to the Twinned towns, paperweights made from Bristol Blue Glass. The Chairman had been unable to attend the celebrations and asked Cllr Wring and Cllr Knott to report on the event.

Cllr Wring informed members that it had been a successful visit, the gifts being well received by the representative's of each of the Towns. Present also at the celebrations in Ettlingen were representatives from Löbau, a former East German town twinned with Ettlingen, who were celebrating 20 years anniversary. A presentation of a picture of the town was made by the Löbau representatives to Clevedon Town Council. A presentation of £2000 was made to the Curzon Cinema.

62.3 Civic Service

The Chairman informed all members that the Civic Service would be held on Sunday 5th December.

62.4 Mental Health Day

Friends an organisation based in Clevedon would be holding an event at the Salthouse Public House on Sunday 10th October to celebrate National Mental Health day. Leaflets promoting the event were passed around the members.

10/63 THE TOWN CLERKS REPORT AS PER THE ATTACHED LIST**Newsletter and reports –**

The following newsletters and reports have been received and are available from the office.

SLCC – the Clerk September 2010

SLCC/NALC – Being a good employer

Avon & Somerset Police – Community Policing Awards Launch 2010

DIS – copies of which were emailed to Councillors – hard copy attached for those Councillors without email addresses. 741, 742, 743

Diary Dates

12th December 2010 – Salvation Army Festival of Carols

The Town Clerk gave members details of 2 other diary events copies of which were in the members file on the night

14th November – Remembrance Day parade at 2.15 from the Salthouse Care Park

Members were reminded that there was a British Legion Festival of Remembrance on 12th November

12th October – NS Local Access Forum at the Council Offices

10/64 TO RECEIVE AND RATIFY MINUTES OF THE COMMITTEE MEETINGS**10/64.1 PLANNING – 4TH AUGUST 2010**

Minutes of the Planning Committee meeting were presented by Cllr Francis-Pester, as the meeting Chairman was not in attendance, to the meeting and **AGREED**. There being no Part 1 items Cllr Francis-Pester invited questions or comments on Part 2 items; there were none

10/64.2 PLANNING – 18TH AUGUST 2010

Minutes of the Planning Committee meeting were presented by Cllr Garner, as Vice Chairman of the Committee, to the meeting and **AGREED**. There being no Part 1 items Cllr Garner invited questions or comments on Part 2 items; there were none

10/64.3 FINANCE AND GENERAL POLICY – 25TH AUGUST 2010

Minutes of the Finance & General Policy Committee meeting were presented to the meeting and **AGREED**. Part 1 items

FGP 10/67 REVIEW PROPOSED CHANGES TO FINANCIAL REGULATIONS

*Proposed, seconded and **RECOMMENDED** that the Council adopt the Financial Regulations as circulated with the following adjustments:-*

6.5 (a) to read, "A record of each expenditure against the petty cash, shall be numbered and recorded in the Council's accounts system and accessible on demand to all Councillors."

6.5 (b) to read, "No more than a £250 cheque for cash may be drawn at any one time."

AGREED

FGP 10/68 REVIEW AND AGREE INTERNAL AUDIT PROCEDURES

Proposed, seconded and **RECOMMENDED** that the Council adopt the Internal Audit Procedures as circulated

AGREED

FGP 10/69 REVIEW AND AGREE FINANCIAL RISK ASSESSMENTS

Proposed, seconded and **RECOMMENDED** that the Council adopt the Financial Risk Assessments as circulated with the following adjustments:-

Banking & Investment arrangements & controls – last bullet point in internal to read “Town Clerk/RFO has mandate to deal with day to day management of the accounts but NO authority to transfer between or remove funds from the accounts”

First bullet point in external remove the words (Nat West) and insert “be”

AGREED

10/70.1 LONE WORKER

Proposed, seconded and **RECOMMENDED** that the Council adopt the Lone worker Risk Assessment as circulated

AGREED

10/71.1 GRIEVANCE POLICY & PROCEDURE

Proposed, seconded and **RECOMMENDED** that the Council adopt the Grievance Procedure & Policy as circulated.

AGREED

10/71.2 DISCIPLINE POLICY & PROCEDURE

Proposed, seconded and **RECOMMENDED** that the Council adopt the Discipline Procedure & Policy as circulated.

AGREED

10/71.3 HEALTH & SAFETY POLICY

Proposed, seconded and **RECOMMENDED** that the Council adopt the Health & Safety Policy as circulated.

AGREED

10/71.4 DIGNITY AT WORK – BULLYING & HARASSMENT POLICY

Proposed, seconded and **RECOMMENDED** that the Council adopt the Dignity at Work Policy as circulated.

AGREED

10/71.5 RACE EQUALITY POLICY

Proposed, seconded and **RECOMMENDED** that the Council adopt the Race Equality Policy as circulated.

AGREED

10/71.6 DISABILITY DISCRIMINATION POLICY

Proposed, seconded and **RECOMMENDED** that the Council adopt the Disability Discrimination Policy as circulated

AGREED

10/71.7 EQUAL OPPORTUNITIES POLICY

Proposed, seconded and **RECOMMENDED** that the Council adopt the Equal Opportunities Policy as circulated

AGREED

10/71.8 CHILD PROTECTION POLICY

Proposed, seconded and **RECOMMENDED** that the Council adopt the Child Protection Policy as circulated

AGREED

10/71.9 WORK RELATED STRESS POLICY

Proposed, seconded and **RECOMMENDED** that the Council adopt the Work Related Stress Policy as circulated with the following adjustments:- amendment to line 1 to include the words “...Town and Parish Councils...”

AGREED

10/71.10 I.T. POLICY

Proposed, seconded and **RECOMMENDED** that the Council adopt the I T Policy as circulated with the following adjustments:-

AGREED

FGP 10/72 REPORT ON REVIEW OF STAFFING, AND REVIEW OF COMMITTEE CLERKS JOB DESCRIPTION AND RESPONSIBILITIES AND TO AGREE RECOMMENDATIONS.

Proposed, Seconded and **RECOMMENDED** that the Council agree the amendment to the Job Description for Administration Assistant & Committee Clerk re-titled Deputy Town Clerk as circulated.

AGREED

Proposed Seconded and RECOMMENDED that the Council agree the reports recommendation 1 & 2 in that 1) Mrs Johnson's knowledge and experience developed over the last 18 years is recognised,.2) Mrs Johnson position is re-titled Deputy Town Clerk

AGREED

Proposed, seconded and RECOMMENDED That Mrs Johnson's spine point be increased by 2 to 22 as from this meeting, and that all future reviews be conducted with the annual assessment.

AGREED

The Committee Chairman invited questions or comments on Part 2 items; there were none

10/64.4 TRANSPORT & HIGHWAYS COMMITTEE – 1ST SEPTEMBER 2010

Minutes of the Transport & Highways Committee meeting were presented to the meeting and **AGREED**.

TH/10/58 REPLACEMENT BUS SHELTER, ELTON ROAD

RESOLVED: *TO RECOMMEND TO COUNCIL that a replacement bus shelter is ordered total cost including installation £3,195.60 to be purchased from the committee budget 2009/2010 transferred to earmarked reserves see minute TH/10/21.subject to a Site Meeting with NSC to confirm the exact location for the bus shelter when the kerb works had been completed.*

AGREED

The Committee Chairman invited questions or comments on Part 2 items;

10/60.1 Holly Lane Parking

Members discussed the issue and the use of office resources to obtain a response. Cllr Shopland as the NSC Ward Councillor and a School Governor with Cllr Dagnall a School Governor were asked to arrange a meeting with the School Headmaster and Cllr Watkins to discuss what measures could be taken to stop school users parking in Holly Lane.

10/65 footpath Westbourne Ave/Lower Knowles Road

Cllr Blades as the NSC Ward Councillor reported that it was not the intention of NSC to put in a barrier nor was it required by the local residents.

10/72.1 Parnell Road

Members expressed a concern that the consultation should take in the wider community not just local residents.

10/54.5 PLANNING – 8TH SEPTEMBER 2010

Minutes of the Planning Committee meeting were presented by Cllr Garner to the meeting and **AGREED**. There being no Part 1 items Cllr Garner invited questions or comments on Part 2 items; there were none

10/64.6 TOWN EVENTS & AMENITIES – 15TH SEPTEMBER 2010

Minutes of the Town Events & Amenities Committee meeting were presented to the meeting, and **AGREED**. Part 1 items

56.1 BUDGET FOR WINTER PLANTING IN AND AROUND QUEENS SQUARE

RESOLVED: *Efforts to be made to raise at least a percentage of the funding for the winter planting through sponsorship. Up to £500 to be allocated from the 2010/2011 Committee budget if required. Orders to be placed by Clevedon Town Council.*

AGREED

The Committee Chairman invited questions or comments on Part 2 items:

10/58 Bins

Members were informed that in some continental towns spare waste bags were kept at the side of the bins for members of the public to change the bags when full; the committee would investigate.

Waines Hill Pill Box

Members expressed concern as to the cost of the gate and asked who was responsible for maintenance. Members were informed that the land is under the responsibility of NSC and that no costs could be obtained until permission had been received from English Heritage.

10/64.7 ENVIRONMENT & PROPERTY –

Minutes of the Environment & Property Committee meeting were presented to the meeting and **AGREED**.

Part 1 items

EP10/63 THE REVISED COST OF A PORCH FOR THE MAIN ENTRANCE

*Members noted the amended costs circulated with the agenda. Following a discussion it was **RECOMMENDED** that only the porch is done, that the bell is mended and lowered to make it more accessible. Members noted the information from the Town Clerk that the new Disability Act 2010 would include service provision within its criteria.*

AGREED

The Committee Chairman invited questions or comments on Part 2 items; there were none.

10/65 TO AGREE ACCOUNTS FOR PAYMENT PER THE ATTACHED LIST

RESOLVED: that the Council approves the accounts for payment, as per the attached lists

10/66 APPROVE RETROSPECTIVE ACCOUNTS PAID PER THE ATTACHED LIST

RESOLVED: that the Council approves the retrospective accounts for payment, as per the attached list

10/67 THE REPORT INCLUDED IN FINANCE & GENERAL POLICY COMMITTEE MIN NO.FGP10/61 ON GREEN SPACES CONTRACT.

Members noted the report contained in FGP 10/61 and agreed to await the information request before proceeding with any discussion.

10/68 PLANNING COMMITTEE COMMENTS ON 10/01628/RM CLEVEDON HOSPITAL RESERVED MATTERS.

The comments from the planning committee held on 29th September 2010 had been circulated prior to the meeting:-

Members' main concern was whether funding would be available for this development.

RESOLVED: THAT COUNCIL RECOMMEND APPROVAL to the proposed Community Hospital on the Crabtree Retail Park.

Members discussed the possibility that funding for the hospital may not be forthcoming. Members confirmed the comments made by the Planning Committee and asked that concern be expressed that the colour used is compatible for maintenance in a salt filled environment.

10/69 REQUEST BY CLEVEDON CARE FOR DONATION TOWARDS THEIR PRESENTATION RECEPTION

Cllr A Cotton declared a personal interest as a volunteer driver for Clevedon Care

Details of the work of Clevedon Care had been circulated with the agenda. Proposed by Cllr Hall, Seconded by Cllr Francis-Pester and **RESOLVED** to give a one off grant to Clevedon Care of £500

Meeting closed at 8.24 pm

APPROVED AS A TRUE RECORD

CHAIRMAN.....

DATE.....