

CLEVEDON TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN
THE COUNCIL OFFICES, 44 OLD STREET, ON WEDNESDAY 8TH JUNE 2011
AT 7.30 PM.

Present: Councillor C Francis-Pester Committee Chairman
Councillor C Blades, B. Garner, J Geldart, L. Little, J Middleton, D Shopland,
Town Clerk – Ms P. Heath,
In Attendance – Councillors G Hall, L. Knott, M. Hime, A. Walker

Cllr Blades as Chairman of the Council acted as Chairman for the following item.

FGP 11/125 ELECT A CHAIRMAN OF THE COMMITTEE

Proposed by Cllr Garner, seconded by Cllr Middleton and **AGREED** that Cllr Francis-Pester should be Chairman of the Finance & General Policy Committee for 2011/2012.

The Chairman welcomed new Councillors to the Committee.

Cllr Francis-Pester took over as Chairman of the meeting.

FGP 11/126 ELECT A VICE CHAIRMAN OF THE COMMITTEE

Proposed by Cllr Francis-Pester seconded by Cllr Shopland and **AGREED** that Cllr Garner should be Vice Chairman of the Finance & General Policy Committee for 2011/2012.

FGP 11/127 APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Cllr C. Hall (other commitment), Cllr T Morgan (family commitment), Cllr J. Norton-Sealey (other commitment) & Cllr C Wring (family commitment)

FGP 11/128 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest for items on the agenda

FGP 11/129 MINUTES OF THE PREVIOUS MEETING

The minutes of the Finance & General Policy Committee meetings held on 13th April 2011 and ratified by Council on 18th May 2011 were accepted.

PART 1

FGP 11/130 DISCUSS AND AGREE AN EARMARKED SUM SHOULD BE CREATED FOR THE PURCHASE OF AMENITY LAND, AND THE CRITERIA FOR ITS USE.

Members discussed the earmarking of part of the General Reserve for the purchase of amenity land on behalf of the town.

FGP June 8th 2011

20/12/2013

Subject to ratification by Council and Committee

Proposed by Cllr Shopland, seconded and **RECOMMENDED** that the Town Council earmark £120, 000 from the General Reserve, for the cycle of the current council, for the purchase of amenity land which could be used for allotments; subject to a suitable opportunity arising.

Proposed by Cllr Shopland, seconded and **RECOMMENDED** that the Environment & Property Committee should identify any suitable land and that the decision to purchase be ratified by Council in a special meeting held under Public Bodies (Admission to Meetings) act 1960 s1 (2)

FGP 11/131 DISCUSS MEMBERSHIP OF FGP DUE TO MORE THAN ONE CO-OPTED MEMBER WISHING TO SIT ON THE COMMITTEE

Members discussed the membership of the Committee. It was proposed, seconded and **RECOMMENDED** that the membership of the Finance and General Policy Committee to be increased to enable both of the co –opted members to join the Committee.

PART 2

FGP 11/132 TO RECEIVE AND DISCUSS THE CURRENT FINANCIAL STATEMENT AND BUDGET SHEETS

A copy of the financial spreadsheet was circulated with the agenda, discussed and noted.

Triangle Clock Tower – it had been noticed that the lights were on again during the day, it appears the timer may be faulty. The Town Clerk to obtain cost to replace the timer for the next meeting when a decision will be made to either replace the timer or switch off the lights.

FGP 11/133 CONFIRM INTERNAL AUDIT PROCEDURES

Copy of the Internal Audit procedures had been circulated with the agenda. Proposed, seconded and **AGREED** that these were accepted and confirmed

FGP 11/134 CONFIRM PAYMENT OF HONORARIUM TO THE INTERNAL AUDITOR FOR 2010/2011 ACCOUNTS

Proposed, seconded and **AGREED** to pay £100 honorarium to the Internal Auditor.

Proposed, seconded and **AGREED** to appoint Mr M Kingsholt as the Internal Auditor for 2011/2012

FGP 11/135 A WORKING GROUP TO CHECK COUNCILS BOOKS AS PER INTERNAL AUDIT REQUIREMENTS

Proposed, seconded and **AGREED** that the Chairman, Vice Chairman of the Committee plus the Chairman of Council shall check the accounts books as per the Internal Audit Procedures

FGP 11/136 CONFIRM FINANCIAL REGULATIONS

A copy of the Councils financial regulations had been issued to all Councillors; Proposed, seconded and **AGREED** that these were accepted and confirmed

FGP 11/137 RECEIVE AND DECIDE ON THE GRANT FUNDING BIDS AS PER CIRCULATED INFORMATION; TO DISCUSS AND MAKE DECISION ON LETTER FROM AVON TRUST RECEIVED AFTER THE DEADLINE

Members discussed the timing of the grant applications and the decision taken at the last Committee meeting under minute FGP 11/117. It was agreed that the deadline was too short and further advertising of the grant availability plus the change to a single grant run.

It was **AGREED** that the deadline be extended to 14th July 2011, with decision being made on 3rd August 2011 meeting.

The Town Clerk to advertise the extended deadline and change in the local newspapers plus on the web site.

FGP 11/138 TOWN COUNCIL NEWSLETTER – TO DISCUSS AND AGREE EDITORS FOR THE NEWSLETTER ALSO CREATE GUIDELINES ON THE CONTENT.

Members were informed that Cllr Knott and Cllr Wring had been editors for the newsletter for the last 8 and 10 years respectively and would now like to change. The newsletter is monthly except for August and December, a single page in the North Somerset Times. The editorial has to be produced by the 16th of each month for publication in the last week of each month. The newsletter is for news and information on and by the Council and includes list of forthcoming meetings, councillor contact details and council contact details. It was felt that the Newsletter served a useful and positive role in the publicising of the actions of the Council.

It was **AGREED** that Cllr Wring, Cllr Knott, Cllr Geldart, Cllr Blades and the Town Clerk would produce the editorial for the next two issues.

It was **AGREED** that the format of the editorial and appointment of editors be discuss and agreed at the next meeting

It was **AGREED** that the Council Representatives on outside bodies produce a report for inclusion with the newsletter on the work with that body.

FGP 11/139 DISCUSS THE COUNCILS IT SOFTWARE AND SYSTEMS AND AGREE A WORKING GROUP TO LOOK AT STREAMLINING AND UPDATING THE SYSTEMS FOR THE COUNCIL'S NEEDS.

It was **AGREED** to set up a working group to look at the Town Councils current computer software and systems the working group to be – Cllr Francis-Pester, Cllr Garner, Cllr Geldart, Cllr Hill and the Town Clerk.

FGP 11/140 AGREE THE TOWN CLERKS ATTENDANCE AT THE SOCIETY OF LOCAL COUNCIL CLERKS ANNUAL CONFERENCE

Proposed, seconded and **AGREED** that the Town Clerk could attend the Annual Conference of the Society of Local Council Clerks at a cost £345.

FGP 11/141 TO RECEIVE NOTIFICATION OF THE TOWN CLERKS ANNUAL APPRAISAL

Members were informed that the appraisal would be held on Friday 10th June. The appraisal outcomes would be reported at the next FGP Committee meeting. The appraisal form would not be circulated but would be available for Members to read if they so wished.

FGP 11/142 RECEIVE COUNCILLOR ATTENDANCE RECORD TO THE ASM.

Members noted the attendance register for 2010/2011

FGP 11/143 DISCUSS SETTING UP A BACS SYSTEM TO PAY STAFF WAGES

Proposed, seconded and **AGREED** to investigate the setting up of a BACS payment system for the wages and regular payments subject to financial regulations and safeguards.

FGP 11/144 CHAIRMAN ITEMS FOR INFORMATION ONLY

11/144.1 Asset Tour

A tour of the assets owned or under the responsibility of the Council has been arranged for 16th June at 6pm meeting in the Council car park.

11/144.2 Clevedon Sailing Club – the Plate

Members were reminded of the invitation from the Sailing Club to a tea and presentation of Clevedon Town Council plate on Sunday 12th June.

11/144.3 AVON Pension

Details of the two candidates nominated from the Town 7 Parish Council section of the AVON pension scheme were read to members. members felt there was insignificant information for them to base a judgement so abstained from exercising the Council's vote

FGP 11/145 TO DETERMINE PART I AND PART II ITEMS

It was agreed that agenda item 13 the earmarked sum and agenda 15 the Committee membership be part 1 items.

The meeting finished at 8.40 pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date

FGP June 8th 2011

20/12/2013

Subject to ratification by Council and Committee