

CLEVEDON TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES 44 OLD STREET ON WEDNESDAY 18TH MAY 2016 AT 7.30PM

Present: Councillor C Francis-Pester Committee Chairman
 Cllrs, N. Barton, J. Geldart C. Hall, L. Little, J. Middleton, T. Morgan, D. Shopland
 (8.00pm), G. Watkins,
 In Attendance Ms Paula Heath Town Clerk

Public Session

Mrs Susannah Shaw and Hilary Neal from the Curzon Cinema gave a presentation on the plans and ambitions of the community cinema. The presentation explained the successful fund raising to date and the work that has been done to renovate and restore the Curzon Cinema to retain its architectural glory whilst providing a modern cinema experience. Over the last few years the building has been utilised for a wider entertainment experience including brief encounter weekend with music and dancing, Craft fair, Starwars presentation, and a short film competition as well as facilitating the peddle power film in Sunhill Park. Also the Curzon Cinema is part of Clevedon 2020 and the creative hub.

There is still further work to be done including the completion of the roof repairs, the opening up of the art-deco ceiling and the installation of a second screen in the balcony area. The final phase of funding requests would be made later this year and they hoped that the Council will provide support for the project. In response to a question it was confirmed that the Curzon would be seeking match funding for the HLF Grant request, which has to be in place and agreed prior to submission, but they appreciate that Clevedon Town Council does not have the funds to provide a significant proportion of the matched funding amount.

Details of the reserves policy was given to members along with the projected income and cash flow that would be generated by the second screen.

FGP 16/593 RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors, C. Blades (family commitment) J. Cook (work commitment), A. Giles-Townsend (family commitment), G. Hill (family commitment), J. Norton-Sealey (illness), J. West (family commitments)

FGP 16/594 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

Cllr Shopland arrived during the following item

FGP 16/595 ELECT A VICE CHAIRMAN FOR 2016/2017

Proposed by Cllr Hall, seconded by Cllr Middleton for Cllr West
 Proposed by Cllr Morgan, seconded by Cllr Geldart for Cllr Watkins
RESOLVED by 4 votes to 3 to elect Cllr Watkins as Vice-Chairman

FGP 16/596 RECEIVE THE MINUTES OF PREVIOUS COMMITTEE MEETINGS HELD ON 16TH MARCH 2016

The minutes of the Finance & General Policy Committee meetings held on 16th March 2016 and ratified by Council on 20th April 2016 were accepted and signed by the Chairman as a true record

FGP 16/597 DISCUSS THE INFORMATION RECEIVED FROM THE CURZON CINEMA.

Members discussed the presentation by the Curzon Cinema, members were very supportive of the proposed plans to complete the renovations and install a second screen. Members noted that no request had been made for a grant from the Council but were minded to be supportive subject to budget commitments.

FGP 16/598 RECEIVE THE FGP COMMITTEE BUDGET/ACTUAL SPREADSHEET 2016/2017.

Members noted the sheets that had been circulated at the meeting; an updated version of the figures circulated with the agenda. Members noted the £12,000 contingency budget allocated in 2015/16 brought forward to 2016/2017 budget from the Transport & Highways Committee.

A councillor raised the budget allocated under TE & A for Queen Square events and other leisure activities (TEA 15/507) of £4,000 requesting that F&GP authorise this money for the Theatre Orchard's June production. It was explained that this was a TE & A committee budget item and that Theatre Orchard had not requested any funding from the Council. This would be put on the TEA Agenda.

ACTION TE & A COMMITTEE CLERK

A councillor raised the issue of the pavement and surface of Queen Square which is uneven, it is claimed due to vehicles accessing and parking on Queen Square. It was noted that this would be under the TE & A Committee to establish who was responsible for the maintenance of Queen Square surface.

ACTION TE & A COMMITTEE CLERK.

FGP 16/599 RECEIVE AND CONFIRM THE DRAFT ACCOUNTS FOR THE FINANCIAL YEAR 2015/2016 SUBJECT TO INTERNAL AUDIT

Proposed seconded and **AGREED** to receive and note the draft annual accounts to 31st March 2016 which are subject to internal and external audit; as circulated with the agenda.

FGP 16/600 RECEIVE AND CONFIRM THE NOTICE OF EXERCISE OF PUBLIC RIGHTS

Proposed seconded and **AGREED** to receive and note the exercise of public rights of examination for the annual accounts to 31st March 2016 which are subject to internal and external audit; dated 30 days from 3rd June 2016; as circulated with the agenda

FGP 16/601 RECEIVE AND AGREE THE ANNUAL GOVERNANCE STATEMENT

Proposed seconded and **RESOLVED** to confirm the responses of the Annual Governance Statement to 31st March 2016 as circulated with the agenda

FGP 16/602 RECEIVE AND CONFIRM THE ANNUAL ACCOUNTING STATEMENT SUBJECT TO INTERNAL AUDIT

Proposed seconded and **AGREED** to receive and note the draft annual Accounting Statement to 31st March 2016 which is subject to internal and external audit; as circulated with the agenda

FGP 16/603 REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS

Members received and noted the standing orders and financial regulations currently applicable to Clevedon Town Council. Proposed, seconded and **AGREED** to adopt the current Standing orders as agreed 15th January 2014 and amended 20th April 2016 and Financial Regulation as agreed 22nd July 2015 and amended 20th April 2016.

FGP 16/604 REVIEW AND CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

Members received and noted the insurance arrangements for Clevedon Town Council. Members noted that the insurance rebuild costs were different to the figures shown in the annual account notes as the requirement for the Accounts & Audit regulations are based on cost figures and not current valuation/insurance rebuild costs.

FGP 16/605 CONFIRM ANNUAL PAYMENTS BY DIRECT DEBITS

Members received and confirm payment of the following bills by Direct Debit – NSC – Rates; BT- Telephone; Bristol Water – Water rates; Scottish Power – Electricity; British Gas – Gas.

FGP 16/606 CONFIRM MEMBERSHIP OF THE STAFFING COMMITTEE

Proposed, seconded and **AGREED** the following members of the Staffing Committee, , Cllr Middleton, Cllr West, Cllr Barton with Cllr Francis –Pester as Chairman of the Committee. It was noted that the Chairman of the Council is ex-officio on the committee unless the subject of the meeting relates to a discipline or grievance issue.

FGP 16/607 CONFIRM MEMBERSHIP OF THE APPEALS COMMITTEE

Proposed, seconded and **AGREED** the following member of the Appeals Committee Cllr Blades, Cllr Cook, and Cllr Norton-Sealey with the Vice Chairman of the Council Cllr Little

as Chairman. In response to a question members were informed that the appeals committee has not met during 2015/16.

FGP 16/608 CHAIRMAN ITEMS FOR INFORMATION ONLY

16/608.1 Pay award 2016/17

The Chairman informed members that the national pay award under NJC had been agreed and notification received just prior to the meeting. Members noted that all staff members were subject to the pay award of 1% and that the increase had been included in the Councils budget. It was **AGREED** that the 1% pay award back dated to 1st April 2016 would be included in the May wages calculations.

FGP 16/609 DETERMINE PART I AND PART II ITEMS.

There were no part 1 items as the accounts would be presented to the Council at the 22nd June meeting following the internal audit.

Meeting closed at 8.50 pm

CHAIRMAN DATE