

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN**  
**THE COUNCIL OFFICES, 44 OLD STREET, CLEVEDON ON MONDAY 20<sup>TH</sup> APRIL**  
**2009 AT 7.30 PM.**

**Present:** Councillors C Francis-Pester (Committee Chairman)  
C. Blades (left at 8.30 pm between agenda item 8 & 9), R. Garner, L. Little, J. Middleton, J. Norton-Sealey, D. Shopland, G. Watkins, C. Wring.  
In Attendance - L Knott  
Town Clerk – Ms P. Heath, Committee Clerk Mrs I Johnson  
Guests Mr Allan Taylor - Car Parking Manager NSC.  
Mrs V. Thompson – NSC Liaison Officer

**APOLOGIES FOR ABSENCE.**

Apologies for absence were received and approved from Councillor G Morris (illness)

*Proposed by Cllr. Francis-Pester, seconded by Cllr Wring and **AGREED** that the presentation under agenda item 11 "Proposed Car Parking Policy - NSC" is moved to be heard next.*

*Proposed by Cllr Francis-Pester, seconded by Cllr C. Blades and **AGREED** that standing orders be suspended to allow the officers from North Somerset Council to address the Committee.*

**FGP 09/23 INFORMATION ON THE PROPOSED CAR PARKING POLICY OF NSC**

The Officers from North Somerset Council (NSC) explained that there was as yet no firm policy concerning the management of the car parks at Gt. Western Road East & West and Marson Road and therefore want to ask the Council's opinion on what that management policy should be. There have been complaints received from local businesses, traders, and shoppers that the car parks are being used by long term parkers and that there was little space available during the day. Members discussed the allocating of the car parks as short and long stay also the introduction of charges for visits over 2 hours. Concern was expressed that should charges be introduced then the on street parking in and around the town centre would increase to the detriment of nearby residents. Members noted that some workers in the town centre were unhappy walking back to their cars in the dark.

*The representatives from North Somerset Council left the meeting*

*Proposed by Cllr Francis-Pester, seconded by Cllr Norton-Sealey and **AGREED** that standing orders be reinstated.*

**FGP 09/24 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA.**

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

**FGP 09/25 MINUTES OF THE PREVIOUS MEETING**

The minutes of the Finance & General Policy Cttee meetings held on 25<sup>th</sup> February 09 & 9<sup>th</sup> March 09 and ratified by Council on 1<sup>st</sup> April 2009 were accepted

**FGP 09/26 UPDATES ON ACTION ITEMS NOT ELSEWHERE ON THE AGENDA**

There were no updates on items not elsewhere on the agenda

**PART 1****FGP 09/27 THE PURCHASE OF ACCOUNTANCY SOFTWARE FOR THE COUNCIL.**

The Town Clerk explained the current accounts system and the need for a computerised system; this was discussed by members

Proposed seconded and **RECOMMENDED** that this council purchases RBS Omega accounts system including the Purchase Ledge and Sales Ledger modules with installation and support up to a budget amount of £1800.

During the discussion members noted that the company also provide an allotment management system which is compatible with the accounts software.

**FGP 09/28 RECOMMENDATION ON THE COMMITTEE STRUCTURES**

Members discussed at length the report which had been circulated with the agenda for the proposed changes to the committee structure and the terms of reference based on the current terms already agreed by the committees.

Allotments - Members agreed that the Allotments Committee subject to review should be a separate committee and not part of the proposed Environment & Property.

Transport & Highways – agreed subject to the removal of reference no 10

Environment & Property – agreed subject to the following changes

Ref no 1 change 'manage' to 'oversee'

Ref no 1 remove the words “..Allotment sites, millennium orchard” – include these in allotments terms of reference

Ref no 1 remove “bus shelter/street furniture” - put in Transport & Highways terms of reference

Section no 4 – removed put in Town Events and Amenities terms of reference

Ref no 10.3 – removed put in Allotments terms of reference

Ref no 14 – removed this is a duplication

Planning – agreed

Members discussed whether all Members should sit on the Planning Committee or whether each ward should designate a Councillor for the Planning Committee; Members agreed to leave the membership as per the terms of reference.

It was agreed to add “to respond on consultations for licensing applications”

Town Events – amend to Town Events and Amenities – Agreed

Finance & General Policy - agreed subject to the amendment of ref no 9 to include the word 'regular'. Members felt that the ability of the any Committee to establish a sub committee or working group should be included in the terms of reference. Members were reminded that this was covered by Standing Orders (no 46)

Membership – the following wording to be removed“ ...then the Chairman of the Council shall act as Chairman until a new committee Chairman can be appointed”.

Proposed seconded and RECOMMENDED that the Council accepts the amended Committee structure and terms of reference as detailed in the report with the above amendments and that the new structure is implemented as from 20<sup>th</sup> May 2009.

The Chairman commented on the lack of reporting by the Council's representatives on outside bodies to the Committees, the office was establishing that all the correct contact details for the organisations were held by the office and in turn the organisations had the correct contact details for the representatives.

## PART 2

### FGP 09/29 THE FINANCIAL STATEMENT AND BUDGET SHEETS FOR THE COUNCIL

Members discussed at length the budget sheets presented by the RFO including the reserves, earmarked and general, held by the Council; Members agreed the format presented by the RFO.

**ACTION THE TOWN CLERK/RFO**

### FGP 09/30 THE REQUEST FROM CLEVEDON PIER FOR FUNDING,

Members noted that the request had already been considered by the Liaison Committee as part of the grants system and been recommended to be considered by the Finance and General Policy Committee. Members agreed that the information provided was part ways towards the information the Council needed to consider this request but it still lacked the forward business plan giving details of what were the future financial requirements and expectations of the Trustees for the pier. Members reaffirmed that they were supportive of the pier and the work of the heritage trust but were responsible for tax payer's money and without the detailed information would be in breach of the legal requirements laid down by the Accounts and Audit Regulations.

Members requested that the Heritage Trust be asked to provide a business and action plan for the next Committee meeting.

Proposed seconded and **RESOLVED** that the Council requests the Clevedon Heritage Trust to provide a Business and Action plan to be circulated to all members. And provide details of current funding bids and timelines for decisions.

**FGP 09/31 RECOMMENDATION FOR DESIGNS & COST FOR PAST CHAIRMAN'S BADGE**

Copies of the designs were circulated at the meeting and discussed. Members liked the designs by Vaughtons and agreed to accept option A over option C with a vote of 4 to 3.

**FGP 09/32 REQUEST FROM THE CLERK TO ATTEND THE ILCM CONFERENCE AT A COST OF £40**

Proposed seconded and **RESOLVED** that the Town Clerk could attend the Institute of Local Council Management annual conference on 14<sup>th</sup> July at a cost of £40.

**FGP 09/33 CREATION OF A COMMUNITY EMERGENCY PLAN FOR CLEVEDON**

Following a discussion Members decided that it would not be practicable for the Town Council to undertake an emergency plan and thereby duplicating much of the work done by North Somerset Council.

**FGP 09/34 APPOINT A WORKING GROUP TO "INVESTIGATE THE WORKINGS OF THE COUNCIL OWNED OR MANAGED PROPERTIES" – REQUESTED BY CLLR SHOPLAND.**

This item was deferred at the request of Cllr Shopland

**FGP 09/35 CHAIRMAN ITEMS FOR INFORMATION ONLY –**

There were no Chairman's items for information

**FGP 09/36 TO DETERMINE PART I AND PART II ITEMS**

It was agreed that agenda items no 8 – Purchase of accountancy software and Agenda item no 10 Committee Structures should be a part 1 item

The meeting finished at 9.05 pm

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APPROVED AS A TRUE RECORD

CHAIRMAN ..... Date .....

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