

**CLEVEDON TOWN COUNCIL**

**MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN THE COUNCIL OFFICES 44 OLD STREET ON WEDNESDAY 11<sup>TH</sup> NOVEMBER 2015 AT 7.30PM**

**Present:** Councillor C Francis-Pester Committee Chairman  
 Cllrs, N. Barton, J. Cook, J Geldart, G. Hill, J. Middleton, T. Morgan, J. West,  
 In attendance Mrs I Johnson, Deputy Town Clerk; Mrs S Howard, Admin Assistant

**FGP 15/542 RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillors, J. Cook (work commitment) J. Norton-Sealey (illness)

**FGP 15/543 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

There were no declarations of interest for items on the agenda

**FGP 15/544 RECEIVE AND APPROVE THE MINUTES OF PREVIOUS COMMITTEE MEETINGS**

The minutes of the Finance & General Policy Committee meetings held on 16<sup>th</sup> September 2015 and ratified by Council on 21<sup>st</sup> October 2015 were accepted and signed by the Chairman as a true record.

**FGP 15/546 RECEIVE AND AGREE THE FGP COMMITTEE BUDGET/ACTUAL SPREADSHEET 2015/2016.**

Members received and noted the finance papers that had been circulated with the agenda. Members queried the payments to the contractor and PWLB under Public Toilets Cost code 407. It was explained that this was the annual payment for the contract in respect of the maintenance and servicing of the toilets; this is the 3<sup>rd</sup> year of payment. The PWLB was the capital and interest payments on the loan taken out by the council for the initial refurbishment work. It was confirmed that the Annual Meeting would be arranged in November and that any member of the FGP Committee could attend; there would be a pre-meeting to discuss any issues prior to meeting with Healthmatic.

Members noted that no invoice had been received from NSC for the May elections, the budget allocation was to cover possible 5 ward elections could be reallocated once the figures for the election had been received from NSC.

Members discussed the web site and that the Public Toilet Working Group minutes were not on the web site. The Town Clerk explained that the law had changed and Councils were now required to issue draft minutes within 28 days of the meeting. Currently draft minutes are placed on the Councils web site in the members' area once they have been agreed by the Chairman. Copies of the draft minutes are available to members of the public if requested; maybe one or two requests a year, most Councillors reported they had not received any requests. It was **AGREED** to put this on the next agenda to discuss a policy in respect of the publishing of the minutes.

**FGP15/547 RECEIVE THE EXTERNAL AUDITORS REPORT AND NOTE COMMENTS MADE**

Members received and NOTED the external auditor's report which had been circulated with the agenda.

**FGP15/548 RECEIVE INFORMATION ON THE CHANGES FROM 2016 IN THE AUDIT TIMESCALES AND CHANGES FROM 2018 IN THE AUDITORS PROVISION.**

The Town Clerk explained that changes to the audit timings for 2016 onwards when a new 30 standard days for the public examination of the accounts this would have to include the first 10 days of July. The dates for 2016 the 30 days start point will have to be between 3<sup>rd</sup> June & 1<sup>st</sup> July. The Councils Annual return will have to be completed and agreed by Council prior to the 30 days start point [council meeting is 22<sup>nd</sup> June so start date could be 24<sup>th</sup> June].

From 2018 the Audit Commission contract will end. An independent body with the agreement of DCLG has been set up to tender and issue contracts for 5 years audit of Parish & Town Councils plus internal drainage boards. Councils will have the opportunity to opt out of the independent bodies' contract but will have to set up a tendering and contract process of their own. It was agreed that once the cost and information was received on the independent bodies auditors choice the Council would make a decision whether to go with the independent body or carry out their own tendering and contract process and set up the required monitoring system.

**FGP15/549 RECEIVE INFORMATION ON THE NAMED GRANTS 3 YEAR AGREEMENT AND DECIDE IF A SPECIAL FGP MEETING IS REQUIRED TO RECEIVE PRESENTATIONS.**

Members were informed that the letters requesting groups to apply for the 3 year agreement had been sent to the previous recipients. An article had been put into the Town Councils newsletter which had generated one enquiry. It was AGREED that a special FGP Meeting would be held on 4<sup>th</sup> January 2016 to discuss and agree the Named Grants awards, if required, prospective recipients could be requested to attend to make a presentation at the 13<sup>th</sup> January meeting

**FGP15/550 RECEIVE DETAILS OF SLCC REGIONAL ROADSHOW AT CHELTENHAM AND AGREE BUDGET IF ANY MEMBER WISHES TO ATTEND.**

Proposed, seconded and **AGREED** that Cllr J. Geldart and the Town Clerk would attend the SLCC Road show on 25<sup>th</sup> November at Cheltenham.

**FGP15/551 DISCUSS THE SETTING OF THE FINANCE & GENERAL POLICY COMMITTEE BUDGET FOR 2016/2017**

The initial draft of the 2016/17 budget was circulated at the meeting; these would be agreed at the 13<sup>th</sup> January meeting. Members noted that the figures and budgets would be set with the information available at the time. NSC will finalise their budgets after the government settlement notification has been received and this maybe after the Council has set its budget.

All Clevedon NS Councillors were requested to keep the Council informed of any discussions and proposed cuts at NSC budget meetings that may have an impact on services provided in Clevedon.

**FGP15/552 AGREE OFFICE CLOSURE FROM 2PM ON 23RD DECEMBER 2015 TO 9AM ON 4TH JANUARY 2016**

Proposed seconded and agreed to close the office from 23<sup>rd</sup> December 2015 to 4<sup>th</sup> January 2016

*The following item (agenda no.11&12) will be heard under section1 (2) Public Bodies (admission to meetings) Act 1960 due to the confidential nature of the business to be discussed in regards to staffing.*

**FGP15/553 RECEIVE THE STAFFING SUB COMMITTEE MEETING MINUTES HELD ON 22ND OCTOBER 2015 AND 28TH OCTOBER 2015**

The minutes of the staffing sub- Committee meeting held on 22<sup>nd</sup> October were represented and were accepted and signed by the Chairman as a true record

Recommendation: Proposed, seconded and AGREED to **RECOMMEND to FGP** that the Council buys back the toil outstanding as at 31<sup>st</sup> October 2015.[the figures to be circulated prior to the meeting]

Following discussion with staff members this recommendation was changed to 31<sup>st</sup> March 2016 with figures circulated at that time; and **AGREED**

Minutes of the 28<sup>th</sup> October 2015 had not been circulated so were deferred to the next FGP Meeting.

**FGP15/554 AGREE RECOMMENDATIONS TO COUNCIL IN RESPECT OF THE RECOMMENDATIONS FROM THE STAFFING SUB COMMITTEE.**

This item was deferred see 15/553

**FGP15/555 MONITORING REPORT FROM GOLDEN OLDIES CHARITY REF SMALL GRANT 2014**

Members noted the report and asked their appreciation of the report be expressed

**FGP 15/556 CHAIRMAN ITEMS FOR INFORMATION ONLY**

Lights in Main Tree in Queen Square

Members were informed that a problem has arisen with the timer and lights on the large tree in Queen Square a quotation had been received to undertake the work by the end of November at a cost of £870.

This problem had arisen in the last week and due to the timescale could not wait until the TEA meeting on the 25<sup>th</sup> November; member accepted as an urgent item for action; Proposed, seconded and AGREED by 8 votes to 0 to authorise the work with payment from the TEA Budget (suggestion to use 4459/305)

**FGP 15/557 TO DETERMINE PART I AND PART II ITEMS**

There were no Part I items.

Meeting closed at 8.34 pm

CHAIRMAN ..... DATE .....