

CLEVEDON TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, ON WEDNESDAY 22ND JULY 2015 AT 7.30PM

Present: Councillor C Francis-Pester Committee Chairman
 Councillors, N. Barton, C. Blades, J. Cook, G. Hill, J. Middleton, T. Morgan, J.
 Norton-Sealey, G Watkins, J. West,
 In attendance Ms P. Heath Town Clerk

FGP 15/511 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors, J. Geldart, C. Hall & D. Shopland (family commitments)

FGP 15/512 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest for items on the agenda

FGP 15/513 RECEIVE AND APPROVE THE MINUTES OF PREVIOUS COMMITTEE MEETINGS

The minutes of the Finance & General Policy Committee meetings held on 27th May 2015 and ratified by Council on 24th June 2015 were accepted and signed by the Chairman as a true record.

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| <u>PART 1</u> |
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FGP 15/514 TO UNDERTAKE THE REVIEW OF FINANCIAL REGULATIONS; MAKE RECOMMENDATION TO COUNCIL OF ANY ADJUSTMENTS ** #

Proposed, seconded and **RECOMMENDED to COUNCIL** the Financial Regulations as circulated with the agenda with no amendments.

FGP 15/515 TO UNDERTAKE REVIEW OF FINANCIAL RISK ASSESSMENTS ; MAKE RECOMMENDATION TO COUNCIL OF ANY ADJUSTMENTS (PROPOSED AMENDMENT ATTACHED)**

Proposed, seconded and **RECOMMENDED to COUNCIL** the Financial Risk Assessments as circulated with the agenda with no amendments.

FGP 15/516 TO UNDERTAKE REVIEW OF INTERNAL AUDIT PROCEDURES ; MAKE RECOMMENDATION TO COUNCIL OF ANY ADJUSTMENTS (PROPOSED AMENDMENT ATTACHED)**

Proposed, seconded and **RECOMMENDED to COUNCIL** the Internal Audit Procedures as circulated with the agenda with no amendments.

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| <u>PART 2</u> |
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FGP 15/517 RECEIVE AND AGREE THE FGP COMMITTEE BUDGET 2014/2015.

Members received and noted the finance papers that had been circulated with the agenda.

FGP 15/518 [FGP15/502] TO ELECT A THIRD MEMBER TO THE STAFFING APPEALS COMMITTEE

Proposed, seconded and **AGREED** that Cllr Cook should be appointed to the Staffing Appeals sub-committee.

FGP 15/519 TO RECEIVE LETTER FROM THE INTERNAL AUDITOR, DISCUSS FUTURE PLANNING FOR INTERNAL AUDITOR.

Proposed, seconded and **AGREED** that the Town Clerk be given designated authority to investigate options and costings for provision of Internal Auditors for business continuity should the current auditor not be available, and report back to the Committee.

FGP 15/520 TO RECEIVE ALTERATIONS SUGGESTED BY THE WORKING GROUP ON THE WEB SITE CONTENTS – CLLR GELDART & CLLR HILL

Cllr Hill reported on the alterations to the web site. It was agreed that the Town Clerk & Cllr Hill would undertake the adjustments highlighted.

The Chairman and Committee thanked Cllr Hill and Cllr Geldart for their work.

FGP 15/521 TO AGREE THE COUNCILS VOTE FOR THE BALLOT FOR TOWN & PARISH COUNCIL REPRESENTATIVE ON THE AVON PENSION FUND COMMITTEE AS PER EMAILED DOCUMENTATION ON 13/7/15

Cllr Hill left the room.

Proposed seconded and **AGREED** that Clevedon Town Council vote should be for Cllr G Hill.

Cllr Hill returned to the room

The following item was 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.

FGP 15/522 TO RECEIVE THE MINUTES OF THE STAFFING SUB COMMITTEE DATED 22ND JUNE 2015; TO DISCUSS AND RATIFY THE RECOMMENDATIONS IN SSC15/33; TO DECIDE ON THE TRAINING HOURS REQUIRED AND ALLOCATION.

Proposed seconded and **AGREED** to accept and ratify the recommendations under ssc15/33.

*Proposed, seconded and RECOMMENDED to FGP; That the Deputy Town Clerk and The Administration Assistant undertake suitable training courses to enable them to have a better understanding of Council law and procedures. ILCA – Introduction to Local Council Administration at a cost of £99+vat for each – **Total £198.00 from 2015/2016 training budget***

*Then CiLCA – Certificate of Local Council Administration at a cost of £250 each – **Total £500 increase 2016/2017 budget to cover.***

*And that designated time is given in the working week to undertake these courses or the Council agrees to pay for 3 additional hours per week during the duration of the course specifically for the individual and the course; **FGP Committee to decide.***

Proposed seconded and **AGREED** to pay 3 additional hours per week for the Administration assistant and Deputy Town Clerk whilst they undertake the training agreed in the above recommendation.

FGP 15/523 CHAIRMAN ITEMS FOR INFORMATION ONLY

There were no Chairman’s Items for Information

FGP 15/524 TO DETERMINE PART I AND PART II ITEMS.

Part 1 items are agenda item no 6,7,8 the Financial Regulations, Financial Risk Assessments and the Internal Audit Procedures for Councils ratification

Meeting closed at 7.52 pm

CHAIRMAN DATE