



## **CLEVEDON TOWN COUNCIL**

44 Old Street, Clevedon, BS21 6BU

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### **FINANCE AND GENERAL POLICY**

**Chairman of the Committee:** - Cllr C. Francis-Pester

**Members:** C. Blades, B. Garner, C. Hall, G. Hill, P McNeill, J Middleton (VC), T. Morgan, J. Norton-Sealey, N. Pennycott, D Shopland G Watkins, C Wring

Dear Member

You are hereby summoned to attend the **Finance and General Policy** meeting of Clevedon Town Council, which will be held in the Committee Room, 44 Old Street, Clevedon on **Wednesday 2<sup>nd</sup> April 2014 at 7.30 pm**

Signed Ms P. J. Heath MILCM  
Town Clerk

**PUBLIC PARTICIPATION** - Not exceeding 20 minutes, with no more than 5 minutes per individual, dependent on the number wishing to speak, for members of the public to make comment or ask questions.

### **AGENDA**

1. To receive apologies for absence
2. Declarations of Interest for items on the agenda
3. To receive and approve the minutes of previous committee meetings held on 8<sup>th</sup> January 2014
4. To receive and agree the FGP Committee Budget 2013/2014.
5. To clarify and set up a procedure for payment authorisation for online banking and amendment to Financial Regulations following the alterations to LGA 1972 s 150(5)
6. To receive notification of the Accounts & Audit Act 2014 and implications for future accountancy requirements
7. To receive verbal report on staff appraisals, to discuss recommendation as attached
8. To receive the Town Clerks staff appraisal by the Chairman and discuss items arising
9. To discuss and make a decision following the above agenda item to purchase back the TOIL outstanding at 31<sup>st</sup> March 2014. – figures to be presented at the meeting
10. To receive report on the Avon Pension Investment Forum attended by Cllr Watkins
11. To receive a verbal report on changes to the Local Pension Scheme by Town Clerk
12. To receive for first consideration draft Terms of Reference for committees; these to be recommended to each Committee for discussion and amendment before being agreed by FGP committee and recommended to Council. [New Terms of Reference to be implemented from the Elections in 2015]
13. To receive response from HMRC concerning the Vat implications on the Toilets and Hall Rentals
14. To receive quotations for Town Council insurance and agree preferred company.
15. To receive notification of increase in RRP of green recycling bags from £1.50 to £2.50 and decide if the Council wish to continue providing this facility
16. To receive request for the Council to provide a business card format so that Councillors at their own expense, produce a card within the set format
17. To receive email from Local Works re request under sustainable Communities Act and decide if the Committee wish to send a letter of support.

PTO

Members are reminded that they must declare a prejudicial or personal interest as soon as it becomes apparent in the course of the meeting

**FOR INFORMATION**

18. Chairman Items for information only
19. To determine Part I and Part II items.

**Process for Terms of reference**

April 2<sup>nd</sup> Finance & General Policy – first consideration and read through

Each Chairman takes the comments from 2<sup>nd</sup> April Meeting and draft terms for their committee for discussion/ alteration/amendment

23<sup>rd</sup> July Finance & General Policy will consider and amalgamate the responses from the Committees and make recommendation to Council

27<sup>th</sup> August Council – to receive the recommended document and ratify

The new terms of reference will be affective from the **Annual Statutory Meeting 2015** when the new committees will be formed.

Members are reminded that they must declare a prejudicial or personal interest as soon as it becomes apparent in the course of the meeting