

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN THE**  
**COUNCIL OFFICES 44 OLD STREET ON WEDNESDAY 17<sup>TH</sup> JULY 2019 AT 7.30PM**

**Present:** Committee Chairman Cllr H. Young  
 Cllrs N. Barton, B. Cherokoff, A. Everitt, C. Francis-Pester, A. Goodliffe, G. Hill, T. Morgan, K. O'Brien, D. Shopland, J. West, R. Westwood.  
 Ms Paula Heath Town Clerk,  
 Members of the public 2

**Public Session**

2 representatives from Clevedon Climate Group requested that the Terms of Reference under minute no FGP19/903 reflects the importance of the school's involvement and the future generations which will be affected by the Council decision.

**FGP 19/901 RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Geldart.

**FGP 19/902 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

Cllr D. Shopland declared a pecuniary interest on agenda item no 6 the mayor's medallion

**FGP 19/903 AGREE TERMS OF REFERENCE FOR THE CLIMATE EMERGENCY WORKING GROUP**

Following a discussion, the following amendments were made to the Terms of Reference which had been circulated prior to the meeting.

- Name – Clevedon Climate Emergency Working Group
- Item 1, Word change from “create” to “propose”
- Item 10 additional words – “and schools” after local groups.

Proposed, seconded and **AGREED by 12 Votes to 0** to recommend the draft terms of reference to the working group; any amendments they propose will be presented to Council on the 7<sup>th</sup> August.

The members had a short discussion on the set up and administration of the working group feeling the best format would be a core member disseminating information out and from the wider community and interested stakeholders.

Council minute 19/1093 agreed the Council's initial representation as Cllr Cherokoff, Cllr Young, Cllr West, Cllr Goodliffe, Cllr Barton.

**FGP 19/904 RECEIVE THE MINUTES OF PREVIOUS COMMITTEE MEETING**

The minutes of the Finance & General Policy Committee meeting held on 29<sup>th</sup> May 2019 and ratified by Council on 12<sup>th</sup> June 2019 were accepted and signed by the Chairman as a true record.

**FGP 19/905 RECEIVE THE FGP COMMITTEE BUDGET/ACTUAL SPREADSHEET 2018/19**

Members noted the accounts spreadsheets that had been circulated with the agenda.

**FGP 19/906 RECEIVE THE INTERNAL AUDITORS REPORT, TO CONFIRM PAYMENT AND AGREE 2019/2020 INTERNAL AUDIT PROVISION.**

Following a discussion on the role of the Internal Auditor and his independence it was proposed, seconded and **AGREED** by 12 votes to 0 to pay for the 2018/2019 internal audit and to reappoint Mr Kingshott as the 2019/2020 internal auditor.

**FGP 19/907 RECEIVE DETAILS OF THE CHAIRMAN'S CHAIN REPAIRS FUNDED BY CLLR SHOPLAND; TO DISCUSS ADDITIONAL ENGRAVING AND RECEIVE COSTS TO UPGRADE THE EXISTING ENGRAVING.**

Following FGP min 19/899.2 & 19/1071 The Chairman of the Council, Cllr D. Shopland agreed to pay for the repair of the medallion and the hand engraving subject to the medallion being engraved "restored by the Shopland family 2019" from the Chairman's Allowance.

Proposed, seconded and **AGREED** by 11 votes to 0 to thank Cllr Shopland and agree the additional hand engraving of "restored by the Shopland family 2019"

**FGP 19/908 RECEIVE REQUEST FROM CLEVEDON COASTAL COMMUNITY TEAM (CCT) FOR A GRANT TOWARDS THE REGENERATION PROJECT IN PIER COPSE.**

Details of the request had been circulated with the agenda. This is the third part of the renovation of piers copse; the Town Council has supported, and part funded. Members discussed the application and felt that the CCT should look for funding from more than one source.

Proposed, seconded and **AGREED by 12 votes to 0** that the Town Council would support the allocation for grant funding subject to match funding being obtained from other sources. Members discussed ad-hoc grant applications which do not fall into the small grants, named grants or committee grants criteria. It was agreed to look at a suitable criterion, being aware that there may be future requests on the Councils funds

**ACTION TOWN CLERK & CLLR YOUNG**

**FGP 19/909 DISCUSS THE EDITORIAL OF THE NEWSLETTER AND DISCUSS A WIDER COMMUNICATION POLICY & PROCEDURE.**

The Town Clerk explained the current set-up in respect of the newsletter, and the lack of engagement by the editorial team. Members were informed that the Council has 10 newsletter pages booked a year, and the price has not increased in over 10 years. It was **AGREED** to set up an active editorial team who would help write and check the newsletter; Town Clerk, Deputy Town Clerk Cllr Young, Cllr Cherokoff, Cllr West.

Members discussed a communications policy, a draft policy would be submitted to the next committee meeting

**ACTION TOWN CLERK & CLLR YOUNG**

**FGP 19/910 DISCUSS THE POSSIBLE LOCATIONS TO OFFER FOR POLICE HELP DESK**

Members discussed at length the concept of the police desk and viability considering the lack of funds and police manpower. It was **AGREED** to raise this with PCC Sue Mountstevens when she attends a council meeting.

*Cllr Shopland left the meeting 9pm*

### **FGP 19/911 AGREE TERMS OF REFERENCE FOR COUNCILLORS ACTING AS REPRESENTATIVES ON OUTSIDE BODIES.**

The draft terms of reference had been circulated to all councillors prior to the meeting. These were discussed and amended.

Proposed, seconded and AGREED by 11 votes to 0 the following Terms of Reference: -

The Town Council nominates representatives from amongst its members to attend a variety of Boards of local charities and other community organisations working within the town. Members are appointed annually at the Annual Meeting of the Council (Annual Statutory Meeting)

The role of members representing the Council on these bodies is to:

- Demonstrate the support the Town Council for the overall development of the work being pursued by the external body
- Raise awareness of the role of the Town Council
- Communicate key Council decisions, plans and activities that may affect the work of the external organisation (such availability of community grants)
- Provide advice and guidance to identify any issues that may require Council approval (such as planning considerations) signposting to the Clerk as necessary
- Communicate to the Council, via the relevant reporting committee (and the Clerk and Committee Chair for time-sensitive matters) significant plans, decisions and activities of the external body.
- Be aware of Council's statutory requirements and timescales for decisions in recommending actions requiring council support
- Seek approval from the relevant Committee (via the Clerk) of any agreement of Town Council support to bids for planning, funding or other opportunity that could materially affect the overall Neighbourhood Plan
- Given the Town Council's responsibility to represent the interests of the people of Clevedon, to monitor that these interests are not compromised in any way by the policies and/or practices of the organisation.
- Given that the Town Council has an overview of Clevedon, to communicate to the organisation any opportunities that they may be aware of for co-ordination and partnership with the Town Council and/or with any Clevedon organisations and/or community groups.

Representatives should not act as Trustees or Directors of the relevant organisations unless this has been explicitly agreed through the Council as an 'ex officio' role as this may present a conflict of interest or require delegated authority from the full Council.

A Councillor will not act as the Council representative if they are already a Trustee or Director of the organisation outside their membership of the Town Council.

Where a role has specific statutory requirements (such as representation on a Pension Board) these will form an addition to the general role defined above.

### **FGP 19/912 RECEIVE REPORT ON PARISH & TOWN COUNCIL GOVERNANCE BY NSC – CLLR R. WESTWOOD**

Cllr Westwood proposed that the parish & town councils in North Somerset set up a forum to look at ways in which they can work together in respect of possible devolved services and support provision from NSC. Cllr Westwood presented his draft letter to the members, which is to be sent to the main Parish & Town Councils. Members supported the formation of the forum and agreed the wording of the letter. As Clevedon Town Council is to facilitate the initial meeting it was **AGREED by 11 votes to 0** that the letter would be sent from the Town Council on Council headed paper. Each council would be asked to send their Clerk and 2 Councillors. Clevedon Town Council representatives would be agreed at the next Council meeting.

**FGP 19/913 DISCUSS A CHANGE IN STANDING ORDERS TO STATE THAT ALL PUBLIC PARTICIPATION QUESTIONS MUST BE SUBMITTED IN ADVANCE – CLLR D. SHOPLAND.**

Cllr Shopland had made comment to members on this item before he had left the meeting. Members did not believe this change supported the democratic openness and transparency of the Council and **AGREED by 11 votes to 0** to reject the proposed change to standing orders.

**FGP 19/914 RECEIVE AND DISCUSS THE FUNDING STRATEGY STATEMENT CONSULTATION AND AGREE A RESPONSE.**

Proposed, seconded and **AGREED by 11 votes to 0** to note the strategy consultation document which had been circulated prior to the meeting and make no comment.

*The following item will be heard under 1. (2) Public Bodies (admission to meeting) Act 1960 due to confidential employment issues.*

**FGP 19/915 RECEIVE MINUTES OF THE STAFFING MEETINGS HELD ON 3RD JULY 2019 & 10TH JULY 2019**

The minutes of the Staffing Committee meeting held on 3<sup>rd</sup> July 2019 were agreed and accepted; signed by the Chairman as a true record.

The minutes of the Staffing Committee meeting held on 10<sup>th</sup> July 2019 were agreed and accepted; signed by the Chairman as a true record.

*Meeting returned to open agenda*

**FGP 19/916 CHAIRMAN ITEMS FOR INFORMATION ONLY**

**19/916.1 HIGH STREET ACTION ZONE – CLEVEDON BID**

The Chairman raised the comments made by BID in respect of the lack of support letter from the Town Council. It was noted that the request had been submitted on 4<sup>th</sup> July but with no details, the details were not released until 11<sup>th</sup> July, giving the Council no time to discuss a response at a constituted meeting. The members **AGREED** by 11 votes to 0, that all communication to and from Clevedon BID should be via the Board Chairman.

**19/916.2 QUEEN SQUARE**

The Chairman notified members that Clevedon BID Chairman had been in contact with the Thursday Market Operative to discuss changes the BID proposes to Queen Square. The draft plans shown to the Manager indicate changes to the tree area, which members had been aware, and to the raised platform area with a large canopy, this had not previously been notified to the Council. The proposed changes could materially affect the area and prevent the Market and Farmers Market operating.

Members **AGREED** to raise this with Clevedon BID Chairman at the meeting on 31<sup>st</sup> July.

**19/916.3 CURZON CINEMA**

Curzon Cinema have requested to come to the Town Council to discuss possible funding for the roof; it was **AGREED** to invite them to the next FGP Committee Meeting.

**FGP 19/ DETERMINE PART I AND PART II ITEMS.**

There are no Part 1 items

Meeting closed at 9.25pm

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

DRAFT MINUTES TO BE RATIFIED BY THE COMMITTEE AND COUNCIL