

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN**  
**THE COUNCIL OFFICES, 44 OLD STREET, ON WEDNESDAY 23<sup>RD</sup> NOVEMBER 2011**  
**AT 7.30 PM.**

**Present:** Councillor C Francis-Pester Committee Chairman  
Councillor: B. Garner, G. Hill, L. Little, J Middleton, T Morgan, J. Norton-  
Sealey, D Shopland, A. Walker, and C. Wring.  
Town Clerk – Ms P. Heath,  
In Attendance – L. Knott, A. Shopland

**FGP 11/176 APOLOGIES FOR ABSENCE.**

Apologies were received and accepted from Cllr C Blades (family commitment), J Geldart (another meeting), and Cllr C. Hall, (family commitment),

**FGP 11/177 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

There were no declarations of interest for items on the agenda at the start. During The meeting, Cllr Garner declared a personal and prejudicial interest in the funding discussions for YMCA and CAB.

**FGP 11/178 MINUTES OF THE PREVIOUS MEETING**

The minutes of the Finance & General Policy Committee meetings held on 28<sup>th</sup> September 2011 were accepted.

**FGP 11/179 THE CURRENT FINANCIAL STATEMENT AND BUDGET SHEETS**

A copy of the financial spreadsheet was circulated with the agenda, discussed and noted.

**FGP 11/180 REQUEST FOR FUNDING BY CLEVEDON PIER FOR THE YEARS 2012/13 & 2013/14**

Copy of the Pier Trust request had been circulated with the agenda. Members discussed the request and the reason in details. Members supported the Pier Trust vision of becoming self-funding and the positive steps they are taking to achieve this, although there were differing personal views on the actual design the Members **AGREED** to support the Grant application to Historic Lottery Fund.

*The meeting was suspended for 3 minutes while the Chairman was absence from the meeting*

It was proposed, seconded and **AGREED by 6 votes to 3** to include in the Committee budget requests an offer funding of £15,000 in the form of a loan. The loan to be raised over 2 years £7500 in 2012/13 and £7500 in 2013/14 from the precept; The offer is only made for the life of this Council up to May 2015

The loan is conditional on A) the HLF grant round 2 being successful. B) That the Pier has the ability to undertake the work and that all requirements are in place to complete the work.

Repayment Terms are that the loan is to be repaid within 10 years from the date of the drawing of the loan, or as soon as profitability of the pier permits within that period.

### **FGP 11/181 REQUEST FOR FUNDING FROM YMCA FOR 2012/13**

*Cllr B Garner declared a personal and prejudicial interest as a member of the YMCA Management Body, and left the meeting*

A copy of the request document and accounts had been circulated with the agenda. Members supported the work undertaken by the YMCA in dealing with some of the more troubled young adults in our society. The Members appreciated that the reduced funding that would be part of the North Somerset Council Cuts and although not able to take up all the slack these cuts dictate, feel that the Council can increase its funding contribution.

Proposed, seconded and **AGREED** by 6 votes to 1 to include in the Committee budget request an amount of £8500.

*Cllr Garner returned to the meeting*

### **FGP 11/182 REQUEST FOR FUNDING FROM NS CITIZEN ADVICE FOR 2012/2013**

*Cllr B Garner declared a personal and prejudicial interest as a member of the Citizens Advice Management Body, and left the meeting*

A copy of the request and budget forecast had been circulated with the agenda. Members supported the work of the CAB understanding that the calls on its services were increasing in the current financial climate. Members noted that the forecast budget was for 2011/12 had been £31,171 of which the Council had funded £20,000 members asked that for the next meeting of the Committee could the client usage figures be obtained and also an explanation of the additional funding source "BWBS".

**AGREED** to defer the decision to next meeting on 18<sup>th</sup> January 2012

*Cllr Garner returned to the meeting*

### **FGP 11/183 COMMITTEE BUDGET REQUESTS FOR 2012/2013**

A copy of the draft budget for the Committee had been circulated. The Chairman explained again the procedures and timetable for the budget setting and precept, in line with the systems used over the last 2 years. Each Committee will put together its budget request during the November/December meetings. FGP at its next meeting will look at all the budgets and make a recommendation to Council at the precept meeting on 25<sup>th</sup> January. Members noted that the precept background papers would be circulated after the agenda had been issued to enable the decisions taken at the FGP meeting to be included.

Members discussed and **AGREED** the FGP Committee draft budget as circulated with the amendments to the grant requests as listed under minute No. 11/180 & 11/181.

### **FGP 11/184 THE EXTERNAL AUDITORS REPORT AND COMMENTS**

A copy of the external auditors report had been circulated with the agenda

1) Any additions to the assets during the year (shelters, Grit bins, etc) should be recorded in the asset register and included in the total value of assets shown in section 1 box 9

The Town clerk explained that bus shelters added by the Council were to replace those already in the asset register, their value being based on current costs. The Auditors were sent a block figure for all bus shelters owned by the Council. Grit bins had not been included, as up to the time of the year-end these were still owned by NSC.

2) Land held a trustees (Village Hall and Herbert Gardens), listed on the asset register (£2) should be excluded from section 1, box 9

The Town Clerk explained that it had been at the request of the auditors in the past for these items to be included in the Asset Ledger as the land in held in trust by the Council for the people of the Town

3) In future years, please ensure that the Bank Reconciliation provided uses bank balances at 31<sup>st</sup> March.

The Town Clerk explained that the reconciliation's are based on the bank statements issued for the end of March, and where the 31<sup>st</sup> March is not shown the April Statements are included with the returns.

It was agreed to respond with these comments to Mazars also to point out again the return should be signed by a person not a company.

### **FGP 11/185 WORKING GROUP FLOWERBEDS; UPDATE ON THE FLOWER BEDS AND FUTURE MAINTENANCE OF NORTH SOMERSET BEDS**

Following a discussion, it was **AGREED** that a working group of Cllr Knott, Cllr Wring, Cllr Middleton and Cllr Little would evaluate the quotations for the planting and maintenance of the Town Council's flower beds and recommend to the Council on 4<sup>th</sup> January a preferred Contractor. The budget for the planting will be included in the TEA budget request.

### **FGP 11/186 THE QUOTATION FOR THE PROVISION/INSTALLATION OF COMPUTER EQUIPMENT AND SYSTEMS.**

The Town Clerk explained the Quotations and gave details of the type of companies contacted. Detail of the quotations minus the company names had been circulated prior to the meeting. In response to a question it was explained that off site back up was required, as part of the Disaster Management Plan and an automatic daily back up would ensure that the Council could continue with up to date information should the office be destroyed and would include all the financial information.

Current system rely on a back up done weekly of part of the system, with the accounts package backed up independently manually. Following a detailed discussion, it was proposed, seconded and **AGREED** by 6 votes to 2 to accept the package offered by Applied Data Technologies based in Bristol, including off site backup and a support package of 10 hours; from the budget already agreed and ratified by the Council.

**FGP 11/187 THE NOTES ON THE TRADERS MEETING HELD ON 20TH OCTOBER 2011; TO DISCUSS AND CONFIRM THE NEXT MEETING.**

Copies of the notes on the traders meeting had been circulated with the agenda and were noted. The next meeting had been booked for 26<sup>th</sup> January 2012 at Hand Stadium.

**FGP 11/188 UPDATE ON ACTION POINTS ARISING OUT OF THE ABOVE MEETING**

The Chairman explained some of the actions taken since that meeting including talking to and inviting the Police to the next traders meeting. Members felt it would be useful for the Police to attend a Council or Committee meeting. The Police had requested that one or more traders should regularly attend the PACT meetings. Cllr Little raised an article in a local magazine which was not complimentary about the towns shopping experience it was felt this should be passed on to all traders as an outsiders view point. Members were unhappy about the article in the local paper, which inaccurately stated that the Town Council would cease to fund the CCTV when the decision had been made to look at the CCTV as the Town Council did not fund the CCTV.

**FGP 11/189 DRAFT FORM FOR THE SHOPPERS SURVEY AND AGREE METHODOLOGY OF CARRYING OUT THE SURVEY.**

A draft copy of the shoppers' survey had been circulated with the agenda, members agreed the survey with some small amendments.

It was agreed that the survey would be taken to the next traders meeting and asked that these be given out by traders. The Council would take copies of the survey around to the larger employers in the Town for their work force to complete.

**FGP 11/190 THE PURCHASE OF A COLLAR FOR THE CHAIRMAN'S CHAIN.**

Members discussed the purchase but did not feel that it was the right time financially to carry out the work. Members requested that prices for the refurbishment should be obtained.

**FGP 11/191 UPDATE ON CLEVEDON CLOCK TOWER LIGHTS**

The timer appeared to be working and the lights would be monitored

**FGP 11/192 OFFICE CLOSING TIMES FOR CHRISTMAS AND NEW YEAR**

Following a request from the Office, it was **AGREED** to close the office at 2pm on 22<sup>nd</sup> December and reopen at 9am on 3<sup>rd</sup> December; staff will use Time Off in Lieu and Holidays to cover this period.

**FGP 11/193 CHAIRMAN ITEMS FOR INFORMATION ONLY**

There were no Chairman's items for information

**FGP 11/194 TO DETERMINE PART I AND PART II ITEMS**

There are no Part 1 items

The meeting finished at 9.35 pm

APPROVED AS A TRUE RECORD

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