

CLEVEDON TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN
THE COUNCIL OFFICES, 44 OLD STREET, CLEVEDON ON WEDNESDAY 3RD JUNE
2009 AT 7.30 PM.

Present: Councillor C Francis-Pester (Committee Chairman)
Councillors C Blades, B Garner, C. Hall, P McNeill, T Morgan, G Watkins,
In attendance – Cllr C Wring
Town Clerk – Ms P. Heath,

FGP 09/37 TO CONFIRM THE ELECTION OF THE CHAIRMAN MADE AT THE ANNUAL STATUTORY MEETING

Proposed by Cllr Morgan, seconded by Cllr Blades and **RESOLVED** that Cllr C Francis-Pester be confirmed as Chairman of the Finance and General Policy Committee

FGP 09/38 TO ELECT A VICE CHAIRMAN OF THE COMMITTEE

Proposed by Cllr Hall, seconded by Cllr McNeill and **RESOLVED** that Cllr Garner be appointed as Vice Chairman of the Finance and General Policy Committee

FGP 09/39 APOLOGIES FOR ABSENCE.

Apologies for absence were received and approved from Councillors J Middleton (other commitment), J. Norton-Sealey (other commitment), and D. Shopland (family commitment),

FGP 09/40 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA.

There were no declarations of interest for items on the agenda.

FGP 09/41 MINUTES OF THE PREVIOUS MEETING

The minutes of the Finance & General Policy Ctte meetings held on 20th April 2009 and ratified by Council on 6th May 2009 were accepted

FGP 09/42 UPDATES ON ACTION ITEMS NOT ELSEWHERE ON THE AGENDA

FGP 09/42.1 [09/30] Pier Trust Funding

The Town Clerk informed Members that no business plan had been received. Cllr Francis-Pester and Cllr Hall as North Somerset Councillors updated members on the current position concerning the talks between North Somerset Council and the Pier Trust.

<u>PART 1</u>

FGP 09/43 TO RECEIVE AND APPROVE THE BALANCE SHEET, INCOME AND EXPENDITURE STATEMENTS FOR THE FINANCIAL YEAR 2008/2009 AND THE ANNUAL RETURN

Proposed by Cllr Blades, seconded by Cllr Garner and **RECOMMENDED** that the Balance Sheet and Income Expenditure Accounts be approved.
 Proposed by Cllr Garner, seconded by Cllr Blades and **RECOMMENDED** that the Annual Return be approved; Members noted that there were no comments from the internal auditor.

FGP 09/44 TO DISCUSS AND AGREE THE APPOINTMENT OF THE TOWN CLERK FOLLOWING 6 MONTH PROBATION

8.04 The Town Clerk left the room

Members discussed the appointment

8.08 The Town Clerk returned to the room

It was **RECOMMENDED** that the Town Clerks appointment be confirmed upon completion of the 6 months probation on 5th July 2009

<u>PART 2</u>

FGP 09/45 THE FINANCIAL STATEMENT AND BUDGET SHEETS FOR THE COUNCIL

Members noted the budget sheets presented by the RFO including the reserves, earmarked and general, held by the Council.

It was **AGREED** that the RFO would establish what interest could be obtained from 90 days account and if financially viable transfer sums to that account.

ACTION THE TOWN CLERK/RFO

FGP 09/46 TO DISCUSS AND AGREE A PROCESS TO REVIEW STANDING ORDERS AND FINANCIAL REGULATIONS

Copies of the current standing orders and financial regulation were circulated at the meeting. It was **AGREED** that each member of the Committee would read and annotate any amendments for discussion and agreement at the next Committee meeting. Members noted that the standing orders and financial regulations should be reviewed annually.

ACTION ALL COMMITTEE MEMBERS

FGP 09/47 TO DISCUSS AND AGREE THE TOWN CLERKS ATTENDANCE AT THE SOCIETY OF LOCAL COUNCIL CLERKS ANNUAL CONFERENCE 23RD – 25TH OCTOBER

RESOLVED – that the Town Clerk attend the Annual Conference of the Society of Local Council Clerks at a cost up to £340.

FGP 09/48 TO DISCUSS AND AGREE ATTENDANCE OF THE TOWN CLERK AND COUNCILLORS AT THE LCAS ANNUAL SEMINAR – COST 1 FREE PLACE £30 PER GUEST.

RESOLVED – that the Town Clerk plus 1 councillor can attend the Local Council Advisory Service Seminar at a cost of £30 plus travel for 2 people; any Councillor wishing to attend should notify the Clerk by 15th June.

ACTION TOWN CLERK and COUNCILLORS

FGP 09/49 TO AGREE PURCHASE OF LOCAL COUNCIL ADMINISTRATION BOOK 8TH EDITION COST OF £53.60

RESOLVED – that the Council purchases a copy of the 8th edition of the Local Council Administration book

FGP 09/50 TO RECEIVE NOTICE OF SLCC BRANCH MEETING AND INVITATION FOR CHAIRMAN TO ATTEND COST £15

RESOLVED – that Cllr Middleton be asked to attend with the Town Clerk at a cost of £15 plus travel

FGP 09/51 TO SET UP A PERSONNEL SUB COMMITTEE

Following a discussion it was **AGREED** that the personnel sub committee be made up of 3 members from the 11 of the FGP Committee depending on availability but must include the Chairman. The sub committee would meet as and when required but hold at least 1 meeting a year to receive and discuss staff appraisals and reviews.

FGP 09/52 TO DISCUSS AND AMEND THE GRANT APPLICATION FORM AND CRITERIA

Members discussed at great length the grant form and criteria which had been circulated with the agenda. Amendments were suggested for the form's layout and style also on the wording of the criteria. The Town Clerk would incorporate the amendments for confirmation at the next Committee meeting.

ACTION THE TOWN CLERK

FGP 09/53 TO DISCUSS THE APPOINTMENT TO COMMITTEES AT THE ANNUAL STATUTORY MEETING FOLLOWING CONCERNS RAISED BY COUNCILLORS

Members noted the concerns raised by some Councillors as to the system used on the night of the Annual Statutory Meeting to allocate committee members. It was felt that all Councillors had had the opportunity to indicate the committees they would like prior to the evening. It was **AGREED** that the FGP committee would review committee numbers and membership after 6 months, at the 18th Nov meeting ; the Town Clerk would produce an attendance record covering that time period for consideration at that meeting.

ACTION THE TOWN CLERK

FGP 09/54 CHAIRMAN ITEMS FOR INFORMATION ONLY –

There were no Chairman’s items for information

FGP 09/55 TO DETERMINE PART I AND PART II ITEMS

It was agreed that agenda items no 7 – Approval of Accounts and Annual Return and Agenda item no 10 appointment of the Town Clerk should be a part 1 item

The meeting finished at 8.40 pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date
