

CLEVEDON TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN
THE COUNCIL OFFICES, 44 OLD STREET, ON WEDNESDAY 9TH MAY 2012 AT
7.30PM

Present: Councillor C Francis-Pester Committee Chairman
Councillor, C. Blades, J Geldart, J Middleton, D. Shopland, A Walker & C.
Wring.
Town Clerk – Ms P. Heath,
In Attendance – Cllr B. Hatch, A. Giles-Townsend

FGP 12/231 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors, G. Hill (family commitments), L. Little (illness), J. Norton-Sealey (another meeting)

FGP 12/232 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There was no declaration of interest for items on the agenda

FGP 12/233 MINUTES OF THE MEETING HELD ON 14TH MARCH 2012.

The minutes of the Finance & General Policy Committee meetings held on 14th March 2012 and ratified by Council on 18th April 2012 were accepted.

FGP 12/234 RECEIVE AND DISCUSS THE CURRENT FINANCIAL STATEMENT AND BUDGET SHEETS

Following a detailed discussion Members noted the financial sheets that had been circulated with the agenda.

PART 1

FGP 12/235 RECEIVE AND AGREE DRAFT ACCOUNTS SUBJECT TO INTERNAL AND EXTERNAL AUDIT

Copy of the draft accounts had been circulated with the agenda. The RFO explained the figures and answered member's questions. It was explained that the Trust accounts are not included in the Councils figures. The Council as a corporate body is the trustee of Herbert Gardens and the Village Hall which are managed by the Council within its day to day administration. The Council is also trustee for the land, leased from NSC, upon which the "Barn" is constructed

Proposed, seconded and **AGREED** to accept and **RECOMMEND** the accounts to Council subject to the internal audit.

FGP 12/236 RECEIVE AND AGREE ANNUAL RETURN SECTIONS 1 AND 2

A copy of the Annual return sections 1 and 2 were circulated with the agenda. Members discussed the return and the list of variances also circulated.

Proposed, seconded and **AGREED** to accept and **RECOMMEND** the return to the Council

PART 2

FGP 12/237 DISCUSS IDENTITY CARDS FOR COUNCILLORS AND STAFF AND AGREE IF DESIRED A BUDGET

Members were informed that Councillors had raised the issue of ID cards for Town Councillors, to enable them to have formal identification when on Council business. Following a discussion it was agreed that ID cards would be supplied to Non district councillors, it was also felt that it would be beneficial for all staff members to carry ID cards when on Council business. A code of conduct for the use of the cards would be produced.

Proposed, seconded and **AGREED** to 1) set up a system for Identification Cards for Councillors and staff members up to a budget of £100. 2) That a draft code of conduct in respect of the cards be produced for the next meeting.

FGP 12/238 AGREE TIMETABLE FOR SMALL GRANT AWARDS

Members discussed at length whether the Committee should continue with one grant application process for the year or revert back to 2 application processes.

Proposed, seconded and **AGREED** by 5 votes to 1 that the Council would have 1 grant application process per year with deadline being 30th July each year and the allocation by the FGP Committee at suitable meeting following [2012 will be 29th August]. The Town Clerk would check each applications account and audit paperwork against the criteria and request any missing paperwork.

For clarification it was explained that “specific grants” are those grants that are allocated within the budget against named organisations. “General grants” are those made under the above procedure and relate to local groups and organisations.

A press release will be sent to North Somerset Times and also to the Clevedon Paper.

FGP 12/239 RECEIVE NOTIFICATION OF THE NSC PARKS AND STREET SCENE CONTRACT CONSULTATION; TO AGREE METHOD OF RESPONSE BY 25TH MAY 2012.

A copy of the press release from NSC had been circulated with the agenda. Following a discussion the following comments were made.

Happy in principal but:-

- Would like an early indication of how the contract would be managed against performance

- How would the contract fulfil the diversity needed for the different aspects?
- What would be the level of flexibility?
- What will be the tender specification, will it be on budget or output spec? if on output spec what would be the base levels in respect of the street cleaning, litter bins, dog bins.
- What are the frequency requirements for drain clearance?
- As the contract will be reactive, who will decide the need?

Members wish to have a breakdown of the current frequency and schedules.

FGP 12/240 DISCUSS THE GENERAL POWER OF COMPETENCE AND MAKE RECOMMENDATION TO COUNCIL FOR THE ANNUAL STATUTORY MEETING TO ACCEPT THE POWER.

The Town clerk explained in detail the law and the advantages to the Council. The council meets the required criteria. In response to a question the Town Clerk confirmed that should after the next election the council failed to meet the election criteria any projects started under the power would continue.

Proposed, seconded and **AGREED** by 6 votes to 0 that the motion to accept the Power of General Competence would be placed on the next Council agenda on 13th June 2012.

FGP 12/241 RECEIVE DETAILS OF THE TOIL PURCHASE AND CONFIRM PAYMENT WITH MAY WAGES.

Following on from minute no FGP 12/227 the Town Clerk informed members that all the Time of in Lieu would be purchased from staff members at a total cost of £815.47; it was confirmed that these would be paid with the May wages.

FGP 12/242 DISCUSS AND AGREE THE TOWN CLERKS ATTENDANCE AT THE SLCC ANNUAL CONFERENCE.

Proposed, seconded and **AGREED** by 6 votes to 0 that the Council would pay for the Town clerks attendance at the Society of Local Council Clerks annual conference.

FGP 12/243 AGREE A LETTER OF SUPPORT FOR NSC MARINE LAKE BID IN PRINCIPLE

The Chairman informed members of the current position in respect of the Marine Lake bid to HLF. The first part of the bid would be submitted at the end of May 2012, if successful NSC would have 2 years to compile and submit the round 2 bid. It was hoped that should the project receive the grant funding by HLF the work would start September 2014. Members discussed the details of the bid. Proposed, seconded and **AGREED** to write a letter of support for the application explaining the importance of the Marine Lake to the people of Clevedon and that the support may include a financial contribution. The Financial contribution will be discussed at a future Committee meeting if round 1 application is successful and when more details of the cost of the project are known; any contribution would be in the 2014/2015 financial

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Subject to ratification by Council and Committee

year. It was **AGREED** that should it be required Clevedon Town Council would pay up to £35 towards travel expenses for someone to search the UDC files at Taunton in relation to the history of the Marine Lake.

FGP 12/244 CHAIRMAN ITEMS FOR INFORMATION ONLY

The Chairman raised 2 items, with the agreement of the Committee, that were not on the agenda but required a financial decision.

244.1 Poll Cards

NSC wish to know whether Clevedon Town Council wished polling cards for the by-election in the Walton Ward, should it be contested. Members confirmed that in line with the Councils previous policy polling cards would be required.

244.2 High Street Camp

It was agreed to pay up to £50 towards the travel cost for the Town Clerk to attend the free training event in London as part of Portas bid.

FGP 12/245 TO DETERMINE PART I AND PART II ITEMS.

The meeting finished at 9.18 pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date