

CLEVEDON TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES 44 OLD STREET ON WEDNESDAY 16TH MARCH 2016 AT 7.30PM

Present: Councillor C Francis-Pester Committee Chairman
 Cllrs, N. Barton, J. Cook, C. Hall, G. Hill, D. Shopland (7.50), G. Watkins, J. West,
 In Attendance Ms Paula Heath Town Clerk

Informal Session

Mr Olly J who had been invited in respect of FGP minute 15/533 did not attend the meeting

FGP 16/576 RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors, J. Norton-Sealey (illness) J. Geldart, T. Morgan, J. Middleton (family commitments)

FGP 16/577 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

FGP 16/578 RECEIVE THE MINUTES OF PREVIOUS COMMITTEE MEETINGS HELD ON
13TH JANUARY 2015

The minutes of the Finance & General Policy Committee meetings held on 13th January 2016 and ratified by Council on 24th February 2016 were accepted and signed by the Chairman as a true record

PART 1

FGP 16/579 RECEIVE AND AGREED ALTERATIONS TO FINANCIAL REGULATIONS DUE TO
PUBLIC CONTRACTS REGULATIONS 2015.

Copy of the proposed amendments had been circulated with the agenda

Proposed, seconded and **RECOMMENDED to COUNCIL** that Financial Regulations be altered in line with the model regulations from NALC for Sections 11 Contracts, except 11.1.v the value of £250 be used instead of the recommended £500. 11.1.h retain the values of £1000 & £250 instead of the recommended £3000 & £100.

PART 2

FGP 16/580 RECEIVE THE FGP COMMITTEE BUDGET/ACTUAL SPREADSHEET
2015/2016.

Members received and noted the spreadsheets circulated with the agenda

FGP 16/581 RECEIVE DETAILS OF PHONE BOX MAINTENANCE FROM PUBLIC SESSION.

As the resident had not attended the meeting or responded to the Council it was agreed to defer this item. A query was made as to whether the Town Council could purchase the phone box and remove it from its current location.

FGP 16/582 RECEIVE REPORT ON RESERVES AND PROPOSAL TO INVEST AN AMOUNT IN THE LOCAL AUTHORITIES PROPERTY FUND

The report circulated with the agenda was noted. Members expressed an interest in investing in the Property Fund and requested that a representative of CCLA meet with members of the Committee to discuss the fund in detail.

FGP 16/583 RECEIVE LATEST UPDATE ON THE 2016 PAY AWARD

The Town Clerk explained the current position of the Government and the Unions on the 2016 pay award. Members noted that a final decision will not be made until after the 1st of April and that any future award would be back dated. The Town Clerk confirmed that the proposed pay increase had been included in the 2016/17 budget.

FGP 16/584 RECEIVE NOTIFICATION OF AUTO ENROLMENT STAGING DATE AND ACTIONS REQUIRED

The Town Clerk informed members that the Councils staging date for pension auto enrolment was the 1st November 2016. 2 Members of staff were already members of the pension scheme; other members of staff would be given the option to opt out of auto-enrolment. The Staffing Committee would monitor and make any relevant recommendations to Council.

FGP 16/585 EXTERNAL AUDIT – TO CONFIRM ACCEPTANCE OF THE SECTOR LED BODY AUDITORS.

Members noted the information circulated with the agenda. Proposed, seconded and **AGREED** that Clevedon Town Council would accept the sector led body to appoint an external auditor.

FGP 16/586 CLEVEDON TOWN COUNCIL NEWSLETTER – TO DISCUSS THE OFFER FROM CLEVEDON LIVING TO INCLUDE A PAGE ONCE A QUARTER AT A FIXED COST.

Members discussed the offer from Clevedon Living of half a page at a discounted cost, as the booklet is A5 size and the insert would be quarterly it was felt it did not provide a viable cost benefit ratio. Proposed seconded and **AGREED** to not accept the offer as it was felt the A5 size would be restrictive of the amount of information that could be provided and the time between the copy deadline and production would prohibit up to date information being provided

FGP 16/587 APPROVE NEW 2 YEAR DEAL FOR THE COUNCILS ELECTRICITY PROVIDER AS PER THE ATTACHED SCHEDULE.

Members discussed the figures that had been circulated with the agenda and agreed to remain with Scottish Power for a 2 year deal.

Proposed, seconded and AGREED that the following item was heard under section1 (2) Public Bodies (admission to meetings) Act 1960 due to the confidential nature of the business to be discussed in regards to staffing.

FGP 16/588 RECEIVE DETAILS OF TOIL PAYMENTS AS AT 29TH FEBRUARY 2016

The Town Clerk provided members with details of the TOIL outstanding at 29th February, it was noted that the Council had agreed to purchase all outstanding TOIL as at 31st March 2016. Members noted the figures and that part of the payment would have to be from contingencies.

Members discussed the build-up of TOIL and the reasoning behind it; this was being monitored by the staffing committee.

Members noted that staff members were using up 2015/16 holiday entitlement in April as per contract; it was **AGREED** to enable Mrs Johnson to carry over further days into the 2016/17 entitlement

Proposed, seconded and AGREED to resume the agenda

FGP 16/589 CHAIRMAN ITEMS FOR INFORMATION ONLY

There were no Chairman's items for information.

The Town Clerk reminded all Chairmen that the Annual Town Meeting reports needed to be completed by 21st March and be uploaded on the web site by 23rd March to comply with the Town Council's Standing Orders. It was confirmed that the meeting would be advertised on the Councils Newsletter, on the web site, on the Facebook account and through the Council's twitter account as well as on local noticeboards.

FGP 16/590 DETERMINE PART I AND PART II ITEMS.

Part 1 item – agenda no 10 Financial Regulations Alterations.

Meeting closed at 8.05 pm

CHAIRMAN DATE