

CLEVEDON TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN
THE COUNCIL OFFICES, 44 OLD STREET, CLEVEDON ON WEDNESDAY 23RD
SEPTEMBER 2009 AT 7.30 PM.

Present: Councillor C Francis-Pester (Committee Chairman)
Councillors C. Blades, B. Garner, J Middleton, T. Morgan, J. Norton-
Sealey, D. Shopland
In attendance – Cllr L. Knott
Town Clerk – Ms P. Heath,

FGP 09/71 APOLOGIES FOR ABSENCE.

Apologies for absence were received and approved from Councillors C. Hall (family commitment), P. McNeill (family commitment), & C. Wring (family commitment).

FGP 09/72 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA.

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

FGP 09/73 MINUTES OF THE PREVIOUS MEETING

The minutes of the Finance & General Policy Ctte meetings held on 29th July 2009 and ratified by Council on 9th September 2009 were accepted.
The Minutes of the Special Finance & General Policy Ctte meeting held on 8th September 2009 were agreed, these would be placed before the Council on 4th November.

FGP 09/74 UPDATES ON ACTION ITEMS NOT ELSEWHERE ON THE AGENDA

Members noted the action list circulated with the agenda

Cllr Knott arrived

<u>PART 2</u>

FGP 09/75 THE FINANCIAL STATEMENT AND BUDGET SHEETS FOR THE COUNCIL

Members noted the budget sheets presented by the RFO in the new format generated from the financial package. Members discussed a request for payment for a wreath laid at in the name of the Town Council, which had not been commissioned by the Town Council. It was **AGREED** the Chairman be requested to pay for the wreath on this occasion.

Cllr Shopland arrived

FGP09/76 TO RECEIVE AND DISCUSS THE AMENDED GRANT APPLICATION AND CRITERIA AS ATTACHED

The amended grant form and criteria had been circulated with the agenda. This was discussed in detail and **AGREED** with the following amendments to the criteria.

Section 8: remove wording "however proof.....the Town Council"

Section 10: add "political bodies".

Members discussed the payment of grants to national bodies for local services, it was **AGREED** at the next meeting the Committee would decide on the perimeters for those grants.

FGP09/77 TO AGREE WAY FORWARD WITH CLEVEDON PIER TRUST FOLLOWING RECENT MEETING WITH THE PIER TRUSTEES

Cllr Francis-Pester presented a verbal report on a recent meeting with The Pier Trustees and North Somerset Council. The meeting was productive with a detailed explanation of the Pier Trust finances and an undertaking made by North Somerset Council committing funds from themselves and Clevedon Town Council; written confirmation of the undertaking to be supplied to the Town Council.

The Members discussed the way forward and what form, if any, the financial contribution from Clevedon Town Council should take; the Town Clerk would investigate the suggestions put forward and report at the next Committee meeting.

Members felt that regular tri-party meetings would assist in the understanding of the aspirations and limitations of all 3 organisations and would therefore like to have a copy of the lease currently between the Pier Trustees and North Somerset Council with the details of the undertaking.

ACTION THE CHAIRMAN

FGP09/78 TO RECEIVE REQUEST FROM ALCA CONCERNING A REPRESENTATIVE ON THE AVON PENSION COMMITTEE.

Members decided not to nominate a representative on the Avon Pension Committee

FGP09/79 TO AGREE BACK DATED PAY AWARD AS PER STAFF CONTRACTS – NJC PRESS NOTICE ATTACHED

Proposed, seconded and **AGREED** the back dated pay award of 1% to 1st April 2009.

FGP09/80 TO AGREE NEW CONTRACT FOR COMMITTEE CLERK

A copy of the contract had been circulated with the agenda, following a short discussion on some of the terms it was **AGREED** to issue the contract as circulated.

It was **AGREED** that Cllr Middleton & Cllr Francis-Pester would undertake the staff appraisal and job review of the Committee Clerk and the Town Clerk.

It was **AGREED** that Cllr Middleton & Cllr Francis –Pester would undertake a review of all the employment policies with the Town Clerk before the next Committee meeting.

ACTION CHAIRMAN/CLLR MIDDLETON/TOWN CLERK

FGP09/81 TO AGREE DRAFT JOB ADVERT, JOB DESCRIPTION AND PERSON SPECIFICATION FOR ADMINISTRATION ASSISTANT

Members discussed and amended the Job Advert, Description and Person Specification for the Administration Assistant. The advert would be placed at the beginning of October with a deadline around the 22nd and interviews before the end of October. It is hoped the successful candidate could start at the end of November to work alongside Mrs Phillips prior to her retirement on 31st December 2009. Interviewing panel would be Cllr Francis-Pester, Cllr Middleton, Cllr Morgan and Cllr Little.

FGP09/82 TO DISCUSS THE CURRENT SET UP FOR WEB SITE MANAGER, THE WEB SITE AND ITS FUTURE MAINTENANCE.

Members expressed concern that the new style web site seen by the IT sub group at the beginning of the year has not yet been made live. It was **AGREED** that Cllr Middleton, Cllr Garner and the Town Clerk would look at the web site provision for the Council now and in the future.

ACTION THE TOWN CLERK/CLLR MIDDLETON/CLLR GARNER

FGP09/83 PENSION TO AGREE POLICY FOR THE COUNCIL IN RESPECT OF EMPLOYERS DISCRETIONARY ITEMS AS PER ATTACHED.

Copy of the policy for pension discretionary regulations as required under the Local Government Pension Scheme had been circulated with the Agenda. Proposed, seconded and **AGREED** the policy as circulated. In response to a question it was explained that the policy itself was within the remit of the Committee to agree as a part 2 item but should any clause be invoked in the future then that decision would be a part 1 item.

FGP 09/84 CHAIRMAN ITEMS FOR INFORMATION ONLY –

Members were informed that there was a problem with the toilets at the Community Centre and the surrounding roof, an application for financial support could be requested. Members felt that a meeting with all parties involved would be beneficial. The Chairman would establish the availability of North Somerset officers for a meeting hopefully prior to 2010 budget setting.

ACTION THE CHAIRMAN

FGP 09/85 TO DETERMINE PART I AND PART II ITEMS

There are no part 1 items
The meeting finished at 9.20 pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date