

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN THE**  
**COUNCIL OFFICES, 44 OLD STREET, ON WEDNESDAY 18<sup>TH</sup> JUNE 2014 AT 7.30PM**

**Present:** Councillor C Francis-Pester Committee Chairman  
 Councillor, B Garner, J Geldart, G. Hill, P. McNeill, J Middleton, J Norton-Sealey,  
 C Wring  
 Town Clerk – Ms P. Heath,

**Public Session**

Mr J Norman of Marlens thanked the Council for their active support of the Marine Lake Project.

**FGP 14/426 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillors, C Hall (other meeting), L Knott (family commitment), T Morgan (family commitment), D Shopland (other meeting), & G Watkins (other meeting)

**FGP 14/427 ELECT A VICE CHAIRMAN FOR 2014-2015**

Cllr Garner proposed by Cllr Hill, seconded by Cllr McNeill – 2 votes  
 Cllr Middleton Proposed by Cllr Norton-Sealey, seconded by Cllr Wring - 3 Votes  
**RESOLVED** that Cllr Middleton is appointed Vice-Chairman of the Finance & General Policy Committee for the 2014/2015.

**FGP 14/428 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

There were no declarations of interest for items on the agenda

**FGP 14/429 RECEIVE AND APPROVE THE MINUTES OF PREVIOUS COMMITTEE MEETINGS HELD ON 2<sup>ND</sup> APRIL 2014**

The minutes of the Finance & General Policy Committee meetings held on 2<sup>nd</sup> April 2014 and ratified by Council on 7<sup>th</sup> May 2014 were accepted.

**FGP 14/430 RECEIVE AND AGREE THE FGP COMMITTEE BUDGET 2014/2015.**

Members received and noted the finance papers that had been circulated with the agenda

**PART 1**

**FGP 14/431 RECEIVE AND RECOMMEND TO COUNCIL THE ANNUAL ACCOUNTS FOR CLEVEDON TOWN COUNCIL YEAR END 31<sup>ST</sup> MARCH 2014**

Proposed by Cllr Hill seconded by Cllr Middleton and **RECOMMENDED to COUNCIL** that the annual accounts for Clevedon Town Council to 31<sup>st</sup> March 2014, as circulated with the agenda are approved and signed as a correct record subject to external audit.

**FGP 14/ 432 RECEIVE AND RECOMMEND TO COUNCIL THE ANNUAL RETURN; AND TO AUTHORISE THE SIGNING OF SECTION 2**

Proposed by Cllr Hill seconded by Cllr Middleton and **RECOMMENDED to COUNCIL** that the annual return for Clevedon Town Council to 31<sup>st</sup> March 2014 as circulated with the agenda are approved and signed.

Proposed by Cllr Hill, seconded by Cllr Garner and **RESOLVED** that the Chairman of the Council can sign section 2 of the Annual Return as circulated with the agenda, as a correct record.

**FGP 14/433 RECEIVE AND CONFIRM PROPOSED MEETING DATES FOR 2015 INCORPORATING ADJUSTMENTS FOR THE COUNCIL ELECTION PROPOSED FOR 7<sup>TH</sup> MAY 2015**

Proposed, seconded and **RECOMMENDED to COUNCIL** the diary dates of meetings for 2015 as circulated with the agenda, noting the amendment to meetings due to election on 7<sup>th</sup> May 2015

**PART 2**

**FGP 14/434 RECEIVE AND AUTHORISE THE INTERNAL AUDIT INFORMATION AS REQUIRED UNDER SECTION 4 G OF THE INTERMEDIATE AUDIT REQUIREMENTS**

Members receive, noted and accepted the report of information compiled under section 4G of the intermediate external report requirements.

**FGP 14/435 RECEIVE THE INTERNAL AUDITORS REPORT AND AUTHORISE ANY ACTION REQUIRED.**

Members receive the Internal Auditors Report and noted comments made; there is no action required from the Internal Auditors Reports.

**FGP 14/436 RECEIVE FOR DISCUSSION AND DECISION DETAILS OF PREPAID CARDS TO BE USED BY OFFICE STAFF AND SET, IF AGREED, THE CARD LIMIT.]**

Members discussed the use of prepaid cards by office staff to purchase items for the Council without using personal credit cards. It was explained that the cards expenditure would be listed and treated within the accounts audit. Top up of the cards would have to be agreed by 2 Councillors within the Council's current procedure. Financial regulations to cover these cards were discussed and agreed under FGP 14/411

Proposed, Seconded and **RESOLVED** that the Council will have 2 prepaid cards in the name of the Town/Deputy Clerk and Admin Assistant at a preloaded amount of £100 each.

**FGP 14/437 RECEIVE NOTIFICATION OF MRS HOWARD JOINING THE LOCAL GOVERNMENT PENSION SCHEME**

Members noted that Mrs Howard has joined the Council's Local Government Pension Scheme.

**FGP 14/438 RECEIVE AND NOTE THE AVON PENSION FUND 2013 ACTUARIAL VALUATION FOR CLEVEDON TOWN COUNCIL**

Members received and noted the Actuarial Valuation of the Town Council pension fund.

Proposed, seconded and **RESOLVED** to acknowledge the shortfall as detailed and agree the repayment at £100 per year.

**FGP 14/439 RECEIVE REQUEST FROM CLLR HATCH TO ATTEND THE NALC ONE DAY CONFERENCE IN BRISTOL AT A COST OF £180 + VAT – DRAFT PROGRAMME ATTACHED**

Proposed, seconded and **AGREED** to pay for Cllr Hatch to attend the NALC one day conference in Bristol at a cost of £180 +vat.

**FGP 14/440 RECEIVE REQUEST FROM THE TOWN CLERK TO ATTEND THE LOCAL COUNCIL ADVISORY SERVICE SEMINAR AT YATE TC ON 16<sup>TH</sup> JULY FOC; TO IDENTIFY IF ANY COUNCILLOR WISH TO ATTEND AT A COST OF £30 +VAT**

Proposed, seconded and **AGREED** that the Town Clerk can attend the LCAS at Yate on 16<sup>th</sup> July 2014. It was **AGREED** that the Council would pay if any Councillor also wished to attend.

**FGP 14/441 LOOK AT OPTIONS TO CARRY OUT A STAFFING REVIEW AND WORK LOAD ASSESSMENT**

Members discussed the need for a complete staffing review of all members of staff, looking at work load, hours, procedures and pay. It was **AGREED** that a staffing review panel should be formed to report back to the Committee no later than the 17<sup>th</sup> September 2014 meeting to enable any amendments or requirements to be included in the 2015/2016 budget meetings.

Following detailed discussions it was **AGREED** that a small 4 Councillor working group should be established to carry out the review, using external advisors on Human Resources as needed, such as South West Councils who are the Town Councils HR advisors.

Proposed, seconded and **RESOLVED** that the Staffing review Committee is Cllr Francis-Pester (Chairman of the Committee), Cllr Jon Middleton (Vice Chairman of the Committee) Cllr Garner and Cllr Geldart, both of whom have had experience with HR.

**FGP 14/442 RECEIVE AND NOTE EMAIL RESPONSE FROM LOCAL GOVERNMENT BOUNDARY COMMISSION.**

Members received and noted the email from Local Government Boundary Commission as circulated with the agenda.

**FGP 14/443 NOTE THE PUBLICATION OF STATUTORY INSTRUMENT RE LOCAL AUDIT & ACCOUNTABILITY ACT 2014 SECTIONS 40 AND 43(2) RE FILMING AT MEETINGS AND RECORDING OF DECISIONS**

Members received and noted the Statutory Instrument re section 40 & 43(2) of the Local Audit & Accountability Act 2014. Members noted the Town Clerks comments that the guidance would be needed to understand fully the SI as the actual wording of is unclear as to the intent.

**FGP 14/444 NOTE LETTER FROM NO 10 DOWNING STREET RE NEW EMPLOYMENT ALLOWANCE OF £2000**

Members received and noted the letter from 10 Downing Street which had been sent to every Council from Parish to County and metropolitan in the Country, none of whom can claim the allowance as they are a Public Authority. Members commented on the waste of tax payer's money.

**FGP 14/445 CHAIRMAN ITEMS FOR INFORMATION ONLY**

**Marine Lake Grant**

Members were informed that the lottery grant for the Marine Lake had been agreed at £800k. The control of the project would be by a Board whose members include North Somerset Council, Clevedon Town Council, Marlens, Civic Society and the Lake Warden.

It was confirmed that Cllr Francis-Pester, as Chairman of Town Events & Amenity Committee would continue as the Town Council's representative on the board along with the Town Clerk; both had been involved with the pre-bid, round 1 and round 2 bids work.

**SLCC 4<sup>th</sup> July**

The Town Clerk explained that her professional body, Society of Local Council Clerks, is holding a branch meeting on 4<sup>th</sup> July where Councillors can attend. Cllr Middleton asked to attend; this was agreed.

**FGP 14/446 DETERMINE PART I AND PART II ITEMS.**

Part 1 items agenda item Agenda item 6 and 7 relating to the annual accounts and the annual return; agenda item 15 the calendar dates for 2015

Meeting closed at 8.04 pm

CHAIRMAN ..... DATE .....