

CLEVEDON TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN
THE COUNCIL OFFICES, 44 OLD STREET, CLEVEDON ON WEDNESDAY 18TH
NOVEMBER 2009 AT 7.30 PM.

Present: Councillor C Francis-Pester (Committee Chairman)
Councillors C. Blades, B. Garner, C. Hall, P. McNeill, J Middleton, T.
Morgan, J. Norton-Sealey, D. Shopland, G Watkins, & C. Wring
Town Clerk – Ms P. Heath,

PUBLIC SESSION

Clevedon Youth & Community Centre.

Mr J Neill gave Members a report on the progress and work of the Clevedon Youth and Community Centre in Gt. Western Road. In response to a question Mr Neill explained that the accounts showed a small deficit partly caused by the reduced usage during the extension building work; it was suggested that North Somerset Council be requested to cover this deficit. Mr Neill asked that Clevedon Town Council considers awarding a grant for 2010/2011 of £10,000, he was reminded that a formal application would need to be received prior to the January budget meetings.

North Somerset Against Domestic Abuse

Mrs Julie Howard explained to members about the work of the organisation, which covers the whole of the district, and answered members question on the funding and service provision.

FGP 09/86 APOLOGIES FOR ABSENCE.

There were no apologies for absence

FGP 09/87 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA.

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

FGP 09/88 MINUTES OF THE PREVIOUS MEETING

The minutes of the Finance & General Policy Committee meetings held on 23rd September 2009 and ratified by Council on 4th November 2009 were accepted.

FGP 09/89 UPDATES ON ACTION ITEMS NOT ELSEWHERE ON THE AGENDA

Members noted the action list circulated with the agenda

<u>PART 2</u>

FGP 09/90 THE FINANCIAL STATEMENT AND BUDGET SHEETS FOR THE COUNCIL

Members noted the budget sheets presented by the RFO

FGP09/91 EXTERNAL AUDITORS REPORT

Members discussed the comments made by the external auditor; a copy of the report had been circulated with the agenda.

- 1) Ensure annual return is fully completed – Noted
- 2) Revise the fidelity guarantee cover – noted. This will be done following the precept meeting
- 3) The end of year balance did not include the March interest and bonus on the high interest account – the Town Clerk explained that the bank statements showing the interest & bonus had not been received until June; the accounts had to be with the external auditor in June.
- 4) The Council should prepare & maintain an asset register – a full explanation had been given to the auditors as to the status of the asset register; a new electronic register was in place.
- 5) The Council should review regularly its internal audit- noted, systems were being reviewed.

Members were concerned at the signature on the external auditors report being that of the company and not an individual, Members queried its legality on a formal document.

FGP09/92 INTERNAL AUDITOR FOR 2009/2010 FINANCE YEAR

RESOLVED: to appoint Mr Kingshott as internal auditor at an honorarium of £100.

FGP09/93 GRANT ALLOCATIONS

Copies of the grant allocations papers had been circulated to all Committee Members with the agenda. Members noted that there was £5810 left in the current year's budget which could be allocated.

Clevedon Community First Response - deferred

Members were unhappy to support the acquisition of a vehicle and asked that a grant request for 2010/2011 financial year be made for running costs and equipment.

Clevedon Pride - deferred

Members noted that no accounts or supporting papers had been submitted as per the Council's criteria. Members deferred making a decision pending a request for a copy of the last audited accounts and in view of amount of public money being requested and collected a copy of Clevedon Pride constitution.

North Somerset Against Domestic Abuse - £250

Members noted the comments made during the public session

Clevedon Senshinryu Karate -No Grant

Marlens - This was withdrawn as grant for 2009/10 had already been received

Clevedon Choral Society - £200

Girl Guides Clevedon West - £300

This was to celebrate their centenary

Vision North Somerset - £500

Alzheimer's Society - £300

Clevedon United Junior FC - £250

Clevedon lions Club - up to £250

Member agreed to provide a grant up to £250 to underwrite the Lions Summer Fair fundraising event. Members noted that any monies made by the lions would be given in grants to local charities.

West of England MS Therapy Centre - £350

FGP09/94 THE BUDGET REQUIREMENTS AND PROCEDURES FOR 2010/2011 BUDGET

Members noted the format and information that would be supplied to each committee to enable budget decisions to be made. The FGP meeting on the 13th January would receive a breakdown of all the budgets requested along with details of reserves both earmarked and general.

The Chairman requested that should members have any questions concerning the figures that these are raised with the RFO prior to the meeting.

FGP09/95 GRANT REQUESTS FOR 2010/2011 BUDGET

Members discussed the grant allocation requests for 2010/2011 copies of which had been circulated with the agenda to Committee Members

Clevedon Community Centre

Members decided to deferred discussion pending the meeting to be held on 30th November between the Community Centre Management Committee, North Somerset Council and Clevedon Town Council.

CAB

Members noted the financial statement which accompanied the application and that the rent for the Village Hall was £7500.

Proposed by Cllr Watkins, seconded by Cllr Morgan and **AGREED** by 8 votes to 2 to **RECOMMEND** a grant of £20,000 in 2010/2011 precept request.

YMCA

Members noted the papers, which accompanied the grant request.

Proposed by Cllr Morgan, seconded by Cllr Blades and **AGREED** to **RECOMMEND** a grant of £5000 in the 2010/2011 precept request

CCTV

Members noted the papers Members decided not to propose any amount in the 2010/2011 precept request as the CCTV is funded from Special Expenses. Members requested a copy of the Special Expenses breakdown.

ACTION THE TOWN CLERK

FGP09/96 [FGP09/77] POSSIBLE FUNDING OPTIONS FOR THE PIER TRUST FOR MORE THAN 1 YEAR

The Committee Chairman explained that North Somerset Council had put into their budget an amount to cover the ongoing structural repairs. Members noted that the Town Council has the ability to allocate funding over a set period even beyond the life of the current council. It was agreed to defer any future discussions until the outcome of North Somerset Council funding bid was known.

FGP09/97 [FGP09/77] DETAILS OF NSC/PIER TRUST/CTC MEETING AND RECEIVE COPY OF THE LEASE

The Committee Chairman reported that the office had not yet received a copy of the lease; it was agreed to defer the meeting until this had been received

FGP09/98 [FGP/09/82] REPORT ON THE REVIEW OF THE WEB SITE; DISCUSS AND AGREE FUTURE REQUIREMENTS.

Members discussed the web site and the lack of service in respect of the new site going live and the input of the minutes. Cllr Middleton reported on the meeting held with the web site manager and the promises made which had not been fulfilled. The Town Council owns the domain name and the server on which the web site is operated. Following a long discussion, it was **AGREED** to seek a new web site manager and to have a greater control within the office.

FGP09/99 TO RECEIVE REQUEST FROM CURZON CINEMA FOR LETTER OF SUPPORT FOR HLF GRANT.

It was **AGREED** to send a letter of support for the Curzon Cinema HLF grant

FGP09/100 TO RECEIVE DETAILS OF THE STAFF REVIEW

The Committee Chairman and the Chairman of the Council had undertaken a staff review with Finance & General Policy Committee, which had resulted in the agreement to replace the Administration Assistant upon her retirement. A Staff appraisal would be undertaken as soon as possible.

FGP09/101 TO RECEIVE DETAILS OF THE EMPLOYMENT POLICY REVIEW

The Committee Chairman explained that the current policies had been reviewed in light of current legislation. Regular appraisals would be undertaken.

FGP09/102 TO CONFIRM CHRISTMAS OPENING TIME FOR THE OFFICE

It was **AGREED** that the office would close at 2pm on 23rd December and reopen at 9am on 4th January.

FGP09/103 RECOMMENDATION ON THE COMMITTEE ALLOCATION AND MEMBERSHIP; TO RECEIVE THE ATTENDANCE REGISTER FOR THE PERIOD MAY 2009 – NOV 2009.

This was deferred to the next meeting on 13th January due to the time

FGP09/104 [FGP 09/76] CRITERIA FOR GRANTS TO NATIONAL BODIES

This was deferred to the next meeting on 13th January due to the time

FGP09/105 [FGP09/84] TO RECEIVE DETAILS OF THE MEETING ARRANGED BY NORTH SOMERSET COUNCIL IN RESPECT OF THE COMMUNITY CENTRE

Members noted that the meeting had been arranged for 10.30am on 30th November 2009; Cllr Garner and Cllr Blades would represent the Town Council.

FGP09/106 CHAIRMAN ITEMS FOR INFORMATION ONLY

There were no Chairman’s items.

FGP 09/107 TO DETERMINE PART I AND PART II ITEMS

There are no part 1 items as grants awarded were under £1000 and those for 2010/2011 would be agreed at the precept meeting.

The meeting finished at 9.31 pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date