

CLEVEDON TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD
IN THE COUNCIL OFFICES 44 OLD STREET ON WEDNESDAY 18TH OCTOBER
2017 AT 7.30PM

Present: Councillor C Francis-Pester Committee Chairman
 Cllrs L Fone, A. Giles-Townsend, G. Hill, L. Little, J. Middleton,
 J. Norton-Sealey, G. Watkins, J. West

In Attendance: Cllr B. Cherokoff, Mrs Isabel Johnson Deputy Town Clerk

FGP 17/735 RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors J Geldart – family commitments C. Starr – out of Clevedon.

FGP 17/736 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

Cllr J West declared a personal interest in agenda item 13 – Clevedon Hockey Club.

FGP 17/737 RECEIVE THE MINUTES OF PREVIOUS COMMITTEE MEETING

The minutes of the Finance & General Policy Committee meeting held on 23rd August 2017 and ratified by Council on 27th September 2017 were accepted and signed by the Chairman as a true record.

FGP 17/738 RECEIVE THE FGP COMMITTEE BUDGET/ACTUAL SPREADSHEET 2017/18

Members noted the accounts sheets that had been circulated with the agenda.

PART 1

FGP 17/739 DISCUSS THE PART FUNDING OF THE IMPACT ASSESSMENT FOR THE BROWN SIGN

The Clevedon CCT has been discussing a brown tourist sign for junction 20 of the M5 . Formal agreement for the sign has now been received. The next stage is to have an impact assessment carried out by Highways England. This will cost £5,000 however any unspent money will be returned. Clevedon CCT is asking for Clevedon Town Council to fund £2,500 and local businesses to fund the remaining £2,500. Council has been regularly updated on Clevedon CCT meetings.

RESOLVED: TO RECOMMEND TO COUNCIL that the sum of £2,500 is allocated to an impact assessment for the brown sign from Council reserves. This will of course be subject to match funding being in place.

FGP 17/740 CONFIRM CLLR B CHEROKOFF AS A MEMBER OF THE COMMITTEE

RESOLVED: Unanimous TO RECOMMEND TO COUNCIL that Cllr B Cherokoff become a member of the Finance & General Policy Committee for the Council Year 2017/18.

PART 2

FGP 17/741 RECEIVE LETTERS FROM SMALL GRANTS RECIPIENTS

Members were pleased to receive the letters from the recipients.

FGP 17/742 DISCUSS AND AGREE GUIDELINES TO COMMITTEES FOR THE 2018/2019 BUDGET

RESOLVED: Committee Chairmen were asked to challenge and scrutinise items for inclusion in their Committee's 2018/19 budget. Also to provide justification for items included. The Finance & General Policy Committee will then look at the budgets at their next meeting on 13th December 2017 followed by a Precept meeting on 24th January 2017.

FGP 17/743 AGREE SUBSCRIPTION FOR LOCAL COUNCIL REVIEW AT £17 PER COPY

Members looked at examples of the publication.

RESOLVED: To subscribe for one year – 4 copies £17.00 each.

FGP 17/744 RECEIVE THE CERTIFIED ANNUAL RETURN FOR 31ST MARCH 2017

Members formally received and noted the certified annual return confirming the audit of Clevedon Town Council accounts for 2016/17.

FGP 16/644 RECEIVE THE ANNUAL RETURN AND THE EXTERNAL AUDITORS REPORT

Arising from the above, the External Auditor's Report had recommended separate meetings and minutes for the charitable trusts for the Village Hall and Herbert Gardens. In future it was proposed to hold 2 meetings per year of each of the trusts' trustees following Council meetings. One in autumn to set the trustees budget and agree the underwrite to be requested from CTC and then one meeting in the spring to receive the accounts. The day to day management of the Gardens and Village Hall to be dealt with by the Property Committee as it is at present.

Members had been circulated with a draft Service Level Agreement between each charitable trust and Clevedon Town Council giving CTC authority to deal with the management within agreed budget limits. Any payments over the budget limit would necessitate a trustees meeting.

RESOLVED: 1. To call trustees meetings to follow the Council meeting on 22nd November 2017 to agree the service level agreements and budget requests.
2. The Service Level Agreement for the Herbert Gardens Trustees to include the relationship with The Friends of Herbert Gardens.

FGP 17/746 DISCUSS THE IT SUPPORT BY MR REDFERN AND TO DISCUSS THE ADT REQUEST FOR 10 HOURS AT £800

Councillors had been circulated with a report regarding IT Support. Mr Redfern had investigated the computer hardware and the software operating system for the Council over 5 separate days without pay. He will be providing a report for the IT Working Group.

ADT with whom the Council has a contract for provision of software support has indicated that the Council has used all of the prepaid 10 hours and now require a further 10 hours to be purchased at £800. The previous hours were purchased in July 2016.

RESOLVED: 1. To make an ex gratia payment of £500 to Mr Redfern from the contingency sum code 4008/101 in the FGP Committee budget 2017/18
2. To allocate £800 for software support from ADT subject to the recommendations of the IT Working Group.

FGP 17/747 RECEIVE REQUEST TO CONTINUE TO USE THE TOWN COUNCIL CREST BY CLEVEDON HOCKEY CLUB

The Club had with the Town Council's permission used the Town Crest of their shirts about 3 years ago. The Club is now in the process of obtaining a new kit and has asked to use the Crest again.

RESOLVED: To agree to this request.

FGP 17/748 RECEIVE REPORT ON MEETING WITH HEALTHMATIC

The report of the annual contract review meeting held on 28th September 2017 and attended by six Town Councillors is available. There were no issues raised.

FGP17/749 CHAIRMAN ITEMS FOR INFORMATION ONLY

There were no chairman's items for information

FGP17/750 DETERMINE PART I AND PART II ITEMS.

Part 1 items – Agenda item 5 – Part funding of the Impact Assessment for the brown sign; Agenda item 7 – Confirm Cllr B Cherokoff as a member of the Committee.

Meeting closed at 7.50 pm

CHAIRMANDATE