

CLEVEDON TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES 44 OLD STREET ON WEDNESDAY 5TH SEPTEMBER 2018 AT 7.30PM

Present: Committee Chairman Cllr G. Hill
 Cllrs N. Barton, B. Cherokoff, L. Fone, C. Francis-Pester, J. Geldart (8.25)
 L. Little, J. Middleton, K. O'Brien, D. Shopland, G. Watkins, J. West
 Ms Paula Heath Town Clerk,

FGP 18/825 RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors, T. Morgan, J. Norton-Sealey.

FGP 18/826 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest for items on the agenda at this point.
 18/830 Cllr West declared a personal interest in respect of the Cricket Club Grant.
 18/830 Cllr Barton declared a personal interest as a member of the Community Resilience group in respect of their grant request
 18/830 Cllr Shopland declared a personal interest as a riparian owner in respect of Land Yeo Friends grant

FGP 18/827 RECEIVE THE MINUTES OF PREVIOUS COMMITTEE MEETING

The minutes of the Finance & General Policy Committee meeting held on 11th July 2018 and ratified by Council on 22nd August 2018 were accepted and signed by the Chairman as a true record.

Part 1

FGP 18/828 RECEIVE AND AGREE REVISED STANDING ORDERS & FINANCIAL REGULATIONS; THE NOTES OF THE WORKING GROUP MEETINGS DATED 9TH JULY 2018, 2ND AUGUST 2018 & 9TH AUGUST 2018

Copies of the Standing Orders and Financial Regulations had been circulated to all members with the agenda as well as the notes for the working groups meeting giving details of the deliberations. Members discussed the documents at length

1d – a request was made to increase from 3 working days to 5. It was explained that the law was 3 clear days, not including day of issue and day of meeting, which includes Saturdays, but the working group had amended it to 3 working days not including day of issue and day of meeting which eliminates Saturday/Sunday and all bank holidays.

4 d & e – it was explained that this is a natural progression from discussion to decision and not contradictory.

12b – a request was made to remove this from the standing orders. It was explained that the position of Chairman and Vice Chairman had historically used a ballot for voting as agreed at each Annual Statutory Meeting.

Members noted that the standing orders and financial regulations were now gender natural. The Term Chairman being the traditional and legally accepted term for the role in office.

It was noted that the standing orders are reviewed annually, as well as being amended in line with any legal changes, with a full and detailed review every 4 years prior to a Council election year.

Proposed, seconded and **AGREED by 9 votes to 0 to Recommend to the Council** the amended and reviewed Standing Orders and Financial Regulations as circulated.

DRAFT MINUTES TO BE RATIFIED BY THE COMMITTEE AND COUNCIL

Part 2

FGP 18/829 RECEIVE THE FGP COMMITTEE BUDGET/ACTUAL SPREADSHEET 2018/19

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

FGP 18/830 RECEIVE REQUEST FROM CLEVEDON COASTAL COMMUNITY TEAM FOR A TRAVEL BUDGET – CFP, GW

Proposed, seconded and **AGREED** by 9 votes to 0 to provide a budget up to £500 for travel by the CCT members to relevant conferences. Travel to be paid on receipts with CCT minute authorising the travel.

FGP 18/831 DISCUSS AND AGREE THE SMALL GRANTS AS PER THE AGREED PROCEDURE 16/648; DOCUMENTS CIRCULATED AT COUNCIL MEETING ON 22ND AUGUST 2018

Members using the criteria laid down in minute no 16/648 discussed the grant applications which had been circulated 2 weeks prior to the meeting.

Organisation	To award a grant	£	Notes & Reasons
Above & Beyond	No – 10 votes to 0		Limited Clevedon Residents according to application form
Clevedon Air Cadets	Yes – 9 votes to 0	500.	Agreed 10 votes to 0
Clevedon Community Resilience	Yes - 9 votes to 0	150.	Agreed 5 votes to 2
Clevedon Cricket Club – Youth Section	Yes – 9 votes to 0	500.	Agreed 9 votes to 0
Clevedon Light Opera Club	Yes – 6 votes to 1	150.	Agreed 9 votes to 0
Clevedon Men Shed	Yes – 9 votes to 0	500.	Agreed 10 votes to 0
Clevedon School – Project Xenia	No - 10 votes to 0	0	The School is an academy trust with a business plan indicating that this is a profit centre for the school. The plan indicates that this is a fundamental part of the school it falls outside of the Councils grant criteria.
Clevedon United FC	Yes – 9 votes to 0	250.	Agreed 8 votes to 0
Daylight Plus Club	Yes 9 votes – 0	250.	Agreed 9 votes to 0
Golden Oldies Charity	Yes – 10 votes to 0	150.	Agreed 10 votes to 0

Land Yeo Friends	Yes – 9 votes to 0	200.	Agreed 8 votes to 0
The East Clevedon, Walton Parishes	No – 9 votes to 0	0	It was noted that this is a parochial memorial controlled by the Church and not a town memorial; outside of the grants criteria.
The West of England MS Centre	Yes – 6 votes to 5 with Chairman's casting vote	200.	Although only 8 residents currently indicated in the application form the facility is open to all Clevedon residents. Agreed by 8 votes to 0
Wellspring Counselling Ltd	Yes – 7 votes to 2	500.	Following clarification that this was a charity limited guarantee it was Agreed by 6 votes to 5

Cllr Geldart arrived during the second stage of the grants discussion and agreements having been at the Clevedon BID meeting representing the Town Council.

Members discussed at length the difference between the grants budget and the actual amount allocated. The allocation being based on the applications which are down on previous years.

It was **AGREED** to include details of the grants allocated in the Newsletter.

It was **AGREED** to request all recipients to attend the Annual Town Meeting to either have a stand or present a 3-5-minute talk on how the grant was used.

FGP 18/832 AGREE IF THERE SHOULD BE ANY NAMED GRANTS AFTER APRIL 2019, IF SO FOR HOW LONG AND TO AGREE THE TIMETABLE FOR ADVERTISEMENT AND AGREEMENT.

Following an explanation on how the named grants have worked in the past.

It was proposed, seconded, and **AGREED** by 10 votes to 0 that there should be a further round of named grants from year 2019/2020 to 2021/2022.

The time table for the process had been circulated prior to the meeting. Proposed, seconded, and **AGREED** to accept the Named Grant (3 years funding arrangements) criteria and timetable as circulated

Cllr Little left the meeting

FGP 18/833 RECEIVE AND AGREE RECOMMENDATIONS FROM THE MINUTES OF IT WORKING GROUP DATED 7TH AUGUST

Proposed, seconded, and **AGREED** by 9 votes to 0 to accept the minutes of the IT Working Group dated 7th August 2018 and to ratify the recommendations contained within the minutes.

FGP 18/834 RETROSPECTIVELY CONFIRM PAYMENT FOR SSL CERTIFICATE .

Proposed, seconded, and **AGREED** by 9 votes to 0 to confirm payment for the SSL Certificate required for the Web Site.

FGP 18/835 RECEIVE QUOTES FOR NEW TELEPHONE CHARGES AND AGREE PROVIDER.

Details of the proposed charges had been circulated prior to the meeting. Following a discussion, it was proposed, seconded, and **AGREED** by 9 votes to 0 that the Council should change the telephone provision to onecom for a 3 to 5 year term. The Broadband provision having been agreed under 18/833

FGP 18/836 NOTIFY AGREEMENT OF THE DATA PROTECTION OFFICER SERVICE WITH NORTH SOMERSET INSPIRE LTD.

Members noted the agreement with NS Inspire Ltd. The Members were informed that the Data Protection Officer had been in the office earlier that day and had recommended training for all Councillors on their duties and provisions under GDPR; the Town Clerk to arrange a training event.

FGP 18/837 AGREE COST OF UPDATING THE HONOURS BOARD WITH 4 CHAIRMAN NAMES.

Members discussed whether the honours board should be updated annually or at the end of a Councils term of office. A proposal that the board should only be updated every 4 years was defeated by 7 votes to 3. A proposal that the board should be updated annual was **AGREED** by 8 votes to 1

Proposed, seconded, and **AGREED** that the Town Clerk be given designated authority to update the honours board every year up to a budget of £100

FGP 18/838 AGREE ATTENDANCE AT THE AVON PENSION FUND EMPLOYERS FORUM ON 30TH OCT 2018.

Proposed, seconded, and **AGREED** by 9 votes to 0 that Cllr Geldart and the Town Clerk should attend the Avon Pension Fund Employers Forum.

FGP 18/839 AGREE ATTENDANCE AT THE SEVERN ESTUARY FORUM ON 9TH OCTOBER 2018.

Proposed, seconded and **AGREED** by 9 votes to 0 that Cllr Hatch and Cllr Barton should attend the Severn Estuary Forum in Newport, Wales.

FGP 18/840 AGREE PURCHASE OF 11TH EDITION OF CHARLES ARNOLD BAKER

Proposed, seconded, and **AGREED** by 7 votes to 1 to purchase the 11th Edition of Charles Arnold Baker at a cost of £103.99

FGP 18/841 DISCUSS AND AGREE THE DIARY DATES FOR 2019; AND CONFIRM WHICH OPTION.

Members discussed the diary dates which had been circulated with the agenda, members agreed by 8 votes to 0 that option 2 was the most practical.

The following item was heard under section1 (2) Public Bodies (admission to meetings) Act 1960 due to the confidential nature of the business being discussed regarding staffing.

FGP 18/842 RECEIVE THE STAFFING MINUTES DATED 7TH AUGUST 2018

Proposed, seconded and **AGREED** by **9 votes to 0** to accept the minutes of the Staffing Committee as a true record and to accept all recommendations contained within the minutes.

FGP 18/843 CHAIRMAN ITEMS FOR INFORMATION ONLY

18/843.1 IT Working Group

Members were asked that before the Working Group’s next meeting they look at other Council’s web sites and provide the Working Group with information and suggestions as to the format for the Town Council’s web site.

18/843.2 WIFI4EU

A new initiative from the European Union for funding relating to provision of WiFi in public places; the Working Group was asked to investigate

18/843.3 SLCC Regional Conference

Following on from the staffing minutes it was **AGREED** by 8 votes to 0 that the Town Clerk and Deputy Town Clerk attend the SLCC Regional Conference in Axebridge.

Proposed, seconded and, **AGREED** that Cllr Francis-Pester and Cllr Fone also attend the SLCC Regional Conference.

FGP18/844 DETERMINE PART I AND PART II ITEMS.

Agenda item 8 Standing Orders & Financial Regulations are part 1 items.

Meeting closed at 9.38pm

CHAIRMANDATE