

CLEVEDON TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, ON WEDNESDAY 25TH MARCH 2015 AT 7.30PM

Present: Councillor C Francis-Pester Committee Chairman
 Councillors, B. Garner, C. Hall, G. Hill, L. Knott, P. McNeill, J. Middleton, J. Norton-Sealey, N. Pennycott, D. Shopland (7.35), J West, C. Wring
 Town Clerk – Ms P. Heath,

FGP 15/478 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors, J. Geldart, T. Morgan and G. Watkins due to family commitments

FGP 15/479 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest for items on the agenda

FGP 15/480 RECEIVE AND APPROVE THE MINUTES OF PREVIOUS COMMITTEE MEETING

The minutes of the Finance & General Policy Committee meetings held on 14th January 2015 and ratified by Council on 4th March 2015 were accepted.

<u>PART 1</u>

FGP 15/481 SPECIAL EXPENSES – TO DISCUSS THE ALTERATION OF PAYMENT FOR CCTV FROM SPECIAL EXPENSES TO THE TOWN COUNCILS BUDGET FOLLOWING ON FROM REPORT TO TEA ON 11TH FEBRUARY 2015.

The Town Clerk explained the current situation concerning the payment for CCTV through the Special Expenses. [Special Expenses is an amount levied by the NSC on the tax payers of Clevedon outside of the Town Council's budget]. The Town Council, if it wished to, could request NSC to remove this element from the Special Expenses budget and for the Town Council to include it within the Town Council's precept request. There would be no alteration to the total amount levied on the taxpayers of Clevedon.

The alteration would bring Clevedon Town Council in line with the other Town Councils and enable the Council to have a direct control of the financial outlay and any financial savings made as technology develops.

The Chairman explained that the report to the TEA meeting on the 11th February had been the culmination of over 18 months of discussions through the Town Events & Amenities Committee on the financing and operation of CCTV in Clevedon involving the Police, NSC and adjacent Town Councils.

Proposed, seconded and **RECOMMENDED to COUNCIL** That the Council requests the removal of CCTV element of funding from the Special Expenses as from 1st April 2016, and that the cost forms part of the Councils budget as from 2016/2017.

Proposed seconded and **RECOMMENDED to COUNCIL** that the operational benefit of CCTV be reviewed in 6 months, prior to the Councils budget setting, in view of the proposed technical upgrades and Police reporting software improvements.

FGP 15/482 TO AGREE THE FOLLOWING ALTERATION OF DIARY DATES COUNCIL FROM 1ST JULY TO 24TH JUNE PLANNING FROM 24TH JUNE TO 1ST JULY.

Proposed, seconded and **RECOMMENDED to COUNCIL** That the 1st July Council meeting be held on 24th June and the Planning meeting be held on 1st July.

PART 2

FGP 15/483 RECEIVE AND AGREE THE FGP COMMITTEE BUDGET 2014/2015.

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

FGP 15/484 TO DISCUSS THE ACTION POINTS ON THE TOWN CLERKS REPORT ON THE SLCC CONFERENCE 2014.

The members discussed the Town Clerks report and the action items on page 2. Members discussed the value of neighbourhood planning in the current National Planning Framework and agreed to **RECOMMEND to PLANNING** that following the 2015 elections they investigate in detail the undertaking of a Neighbourhood Plan, to include details of assets for the town, services and provision

FGP 15/485 TO AGREE THE ATTENDANCE OF THE TOWN CLERK AT THE NATIONAL CONFERENCE OF SLCC.AT A COST £395, OCTOBER 2015.

Proposed, seconded and **AGREED** the attendance of the Town Clerk at the Nation Conference of the Society of Local Council Clerks October 15th – 17th at a cost of £395

FGP 15/486 TO RECEIVE MINUTES OF THE ARCHIVE WORKING GROUP AND AGREE RECOMMENDATIONS: 8TH JANUARY 2015 & 19TH FEBRUARY 2015.

Members received and noted the minutes of the archive working group on 8th January 2015 & 19th February 2015.

Members discussed the requirements in respect of the archiving of the Town Council's documents. Although storage was available in Taunton at the national records office the documents will be difficult to access and would require a scheduled visit to the storage unit in Taunton when any search was required, which is why the original investigation had been to obtain the cost of scanning the documents to enable the information held in them to be accessible. The investigation had revealed that the cost of preparing the documentation for scanning, getting them scanned, refiling and transported to Taunton would be excessive. A local secure storage unit with access was agreed as the most cost effective.

Members agreed the quotation for the local storage as proposed by The Archive working group.

In response to a question it was confirmed that access to the unit would be by staff members only, as required by the Companies security policy. With 24 hours' notice the staff could access any documents required by Councillors; there would be an oncost for any such access.

FGP 15/487 TO AGREE THE PURCHASE OF DIS EXTRA FOR 3 YEARS AT A COST OF £310.50

Proposed, seconded and **AGREED** to purchase 3 years subscription to NALC’s DISS

FGP 15/488 CHAIRMAN ITEMS FOR INFORMATION ONLY

There were no Chairman’s items for information

FGP 15/489 DETERMINE PART I AND PART II ITEMS.

The following part 1 items were agreed – Agenda item 7 the amendment to the funding of CCTV and agenda item 9 the alteration of the Council meeting date

The following items will be heard under section 1 (2) Public Bodies (admission to meetings) Act 1960 due to the confidential nature of the business to be discussed in regards to staffing.

FGP 15/490 .TO RECEIVE DETAILS OF STAFFING COMMITTEE DISCUSSIONS WITH SOUTH WEST COUNCILS AS PER RECOMMENDATION TO COUNCIL.

It was agreed to defer this item as the meeting would not take place until 16th April at 9.30am.

As the above meeting had not taken place the intended staffing meeting to discuss and produce the reports for the following two items had been deferred; it was agreed to defer the following agenda items pending the Staffing Sub Committee Meeting.

FGP 15/491 TO RECEIVE CONFIDENTIAL APPRAISAL REPORT FOR STAFF MEMBERS – APPRAISALS UNDERTAKEN BY TOWN CLERK

FGP 15/492 TO RECEIVE CONFIDENTIAL APPRAISAL REPORT FOR THE TOWN CLERK – APPRAISAL UNDERTAKEN BY THE CHAIRMAN OF COUNCIL & CHAIRMAN OF FGP.

Meeting closed at 8.00 pm

CHAIRMAN DATE