

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN THE**  
**COUNCIL OFFICES, 44 OLD STREET, ON WEDNESDAY 12<sup>TH</sup> NOVEMBER 2014 AT**  
**7.30PM**

**Present:** Councillor C Francis-Pester Committee Chairman  
 Councillors, J. Geldart, C. Hall, G. Hill, L. Knott, J. Middleton, T. Morgan, N. Pennycott, D. Shopland (7.50), G. Watkins,  
 In attendance – Cllr West  
 Town Clerk – Ms P. Heath,

**INFORMAL SESSION**

**Presentation by Mr Paul Tompkins & John Neal of “the Barn” Youth and Community Centre**

Mr John Neal gave the councillors a detailed update on the work of “the Barn” management group over the last year. During the year the company employed to provide youth provision has been changed and the new company seems to be working well to create an inclusive cohesive youth service engaging all aspects of the young adults in the town including the historic hard to reach element. The new company FoReal was originally set up for the provision of services in Clevedon, its success means it is now employed in many areas over North Somerset. Its work with “the Barn” and Clevedon is now cited as best practice.

The 3 weekly youth sessions have an average attendance of 30-40 youngsters but has been known to increase up to the maximum of 50 youngsters. During the summer months there can be a drop in attendance so the youth workers have the ability to go to where they congregate and mix with them outside the building confines; also workers will engage with those outside “the Barn” during a normal meeting night. It has been reported and confirmed by the police that there has been a reduction of anti-social behaviour, drink, and drug abuse, all directly associated with the work being done by “the Barn” and the YMCA working together.

The audited accounts for 2013 and 2014 were circulated to the members, it was noted that the accounts and running expenditure is based on the academic year therefore the income based on the financial year is adjusted. The Barn confirmed that they would like the 2015/2016 grant as allocated in the 3 year deal, but warned that the continuing success of the work would be reliant on long term commitment by the Council.

Members were given details of the Clevedon Commissioning Network which assists in fundraising but is primarily the vehicle under which all the youth provision, church groups, schools, sports clubs and organisations meet to provide a base for the assessment, evaluation, and identification of need and solution.

Members thanked Mr Tompkins and Mr Neal for the detailed presentation which showed the hard work undertaken by the Management Team and the tangible success of the organisation. Members had the opportunity to raise questions or seek clarification.

In response to questions it was confirmed that “the Barn” youth worker teams and the YMCA work very closely together supporting and complimenting each other’s role. It was acknowledged that the work and the level of service being provided had improved since North Somerset Council had withdrawn mainly due to better local and direct control plus better use of the funding provided.

**7.50 FORMAL SESSION**

*Cllr Shopland arrived*

**PART 1**

**FGP 14/60 CONSIDERATION THE DRAFT TERMS OF REFERENCE RECEIVED FROM EACH COMMITTEE. TO FORMULATE THE RECOMMENDATION TO COUNCIL**

Copies of the Terms of Reference had been circulated with the agenda. Members noted the amendment to the Transport & Highways Terms of reference agreed at their committee meeting after the agenda had been issued.

Proposed, seconded and **RECOMMENDED TO COUNCIL** that the Committee Terms of Reference, as circulated, are agreed. The Terms of Reference to take effect from the Annual Statutory Meeting in May 2015.

**PART 2**

**FGP 14/461 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillors, B. Garner (family commitment), P. McNeill (illness), J. Norton-Sealey (other commitment), and C. Wring (family commitment)

**FGP 14/462 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

There were no declarations of interest for items on the agenda

**FGP 14/463 RECEIVE AND APPROVE THE MINUTES OF PREVIOUS COMMITTEE MEETING**

The minutes of the Finance & General Policy Committee meetings held on 12<sup>th</sup> November 2014 and ratified by Council on 22<sup>nd</sup> October 2014 were accepted.

**FGP 14/464 RECEIVE AND AGREE THE FGP COMMITTEE BUDGET 2014/2015.**

Members received and noted the finance papers that had been circulated with the agenda. Members discussed the figures and expressed concern at the increasing amount of budgets being carried forward at year end pending invoices being raised by North Somerset Council.

**FGP 14/465 CONSIDER THE INFORMATION RECEIVED FROM THE PRESENTATION EARLIER BY REPRESENTATIVES FROM "THE BARN MANAGEMENT COMMITTEE"**

Members discussed the presentation in the informal session above. They again expressed their appreciation of the comprehensive presentation. Members reiterated their comments earlier as to improvement in the service provided by "the Barn".

Members noted the confirmation of the 2015/2016 grant and the future request for long term funding from 2016 onwards.

**TO FGP 14/466 DISCUSS AND AGREE AN “IN PRINCIPLE” AGREEMENT TO INVESTIGATE JOINT TENDERING PROCESS FOR SERVICES PROVIDED BY THE COUNCIL WITH ADJACENT PARISH/TOWN COUNCIL’S**

This was to enable the Clerk and Council to work with other local councils in respect of service provision. The discussions will be fed into the relevant committee and action taken as per the Councils Financial and Standing orders.

**FGP 14/ 467 RECEIVE THE NOTES ON THE MEETING WITH HEALTHMATIC AND APPROVE PROPOSALS BY HEALTHMATIC**

Members discussed at length the meeting with Healthmatic, which is specified in the contract. There was a query about the make-up of the membership at the meeting and its relationship to the Public Toilets Working Group. It was explained that the meeting was the annual contract review and involved the Chairman of Council, Chairman of FGP Committee and the Clerk. The Working Group as per its terms of reference is for future and new provision. Details of the discussions with Healthmatic had been discussed at the Working groups meeting the previous week.

Proposed, seconded and **AGREED** by 7 votes to 3 that all councillors would be notified of the annual contract review meeting in future.

**FGP 14/468 AGREE THE FOLLOWING ITEMS FROM THE STAFFING SUB COMMITTEE RECOMMENDATIONS TO COUNCIL**

**FGP 14/468.1 AGREE MEMBERS OF THE STAFFING SUB COMMITTEE**

Proposed, seconded and **AGREED** the Staffing Sub Committee will be Cllr Francis-Pester, Cllr Garner, Cllr Middleton, Cllr Geldart and the Chairman of the Council. It was noted the Chairman of the Council in order to comply with the Discipline and Grievance Procedures would not attend these specific meetings i.e. those which are Discipline or Grievance investigations or hearings.

**FGP 14/468.2 AGREE MEMBERS OF THE APPEAL COMMITTEE**

Proposed, seconded and **AGREED** the Discipline and Grievance Appeal sub-committee would be Cllr Shopland, Cllr Watkins, and Cllr West and the Vice Chairman of the Council, who will be the Chairman.

**FGP 14/468.3 AGREE MEMBERS OF THE ARCHIVING WORKING GROUP**

Proposed, seconded and **AGREED** the archive working group will be Cllr Shopland, Cllr Middleton, and Cllr Geldart. The working group will be responsible for setting the policy in respect of the archiving, obtaining relevant quotations with the assistance of the Town Clerk and undertaking the work required in respect of the preparation of the minutes files for scanning and to undertake the sorting and archiving of the storage room.

FGP 14/468.4 RECEIVE QUOTATION FOR SIGN RE NEW OPENING HOURS.

Members received details of the quotations with a sample of the sign which is 850mm x 675mm

Proposed, seconded and **AGREED** quotation from company F.

Proposed, seconded and **AGREED** that the symbols on the sign for the Telephone and Email be removed

Proposed, seconded and **AGREED** that the sign be produced in black and white.

FGP 14/468.5 RECEIVE DRAFT TERMS OF REFERENCE FOR THE STAFFING COMMITTEE

Proposed, Seconded and **AGREED** the Terms of Reference for the Staffing sub-committee as circulated.

**Membership**

The working party shall be made up of 4 Councillors (members of the Finance & General Policy Committee) and such outside specialist as the sub-committee deem appropriate.

A Chairman will be elected at the first meeting.

The Town Clerk to act as Clerk for the Sub Committee.

**Reporting**

The Sub Committee shall report to the Finance & General Policy Committee

**Remit –**

The Sub Committee shall:-

- 1) Investigate and make recommendations to the Council on the staffing levels, hours, wages and operation of staff members
- 2) Shall receive the staff appraisals; shall agree or make recommendation to future training or changes to staff working procedures arising from the staff appraisals
- 3) Shall undertake the advertising, interviewing and appointment of staff members subject to Council approval.
- 4) Investigate any discipline or grievance issue raised by Councillors in line with the Councils policy
- 5) Investigate and discipline or grievance issues raised by the staff in line with the Councils policy.
- 6) Arrange any training or follow up relating to no's 4 & 5

There will be a separate Appeals Committee should it be required for items 4 & 5. The Staffing Committee will not be members and only attend at the request of the Appeals Chairman to give evidence.

**Budget**

There is no budget allocated to this working party in the current financial year

**FGP 14/469 THE REPORT ON THE DATA PROTECTION WORKSHOP; DISCUSS THE IMPLICATIONS FOR THE COUNCIL AND COUNCILLORS AS INDIVIDUALS.**

Members received and noted the report which had been circulated with the agenda and the action points listed. The Town Clerk explained the background and the need for Councillors to be vigilant in respect of sensitive data they hold or have access to.

It was **AGREED** that all staff undertake the free 1.5 hours online training programme issued by National Archives.

It was **AGREED** to look at providing designated Clevedon Town Council email address for Councillors following the 2015 election.

#### **FGP 14/470 RECEIVE REPORT AND SUGGESTED ACTIONS FROM THE SLCC ANNUAL CONFERENCE**

The report had been circulated via email prior to the meeting with hard copies distributed at the meeting. Members agreed that the action points should be put on the 25<sup>th</sup> March 2015 meeting agenda for discussion. The members agreed to meet with the Chief Executive Officer of NALC and representatives of ALCA to discuss possibly re-joining the organisation.

#### **FGP 14/471 RECEIVE UPDATE OF NCJ PAY PROPOSALS**

Members noted the ongoing discussions

#### **FGP 14/472 DISCUSS THE BUDGET REQUIREMENTS OF THE F&GP COMMITTEE FOR THE 2015/2016 BUDGET AND DRAFT 3 YEAR FORWARD BUDGET**

A copy of the 5 years draft budget had been circulated prior to the meeting. The 1<sup>st</sup> year 2015/2016 is to be agreed at the Precept Meeting. Year 2-3 are advance summaries subject to the appropriate year's budget setting but gives detail of how the council's finances are progressing. Years 4 and 5 are indicative only.

It was **AGREED** that the Council continue to work on a 5 year rolling budget analysis. Y1 being the current budget for agreement, Y2 and Y3 being an anticipated budget for future planning, Y4 & Y5 being indicative budgets for long term planning.

#### **FGP 14/473 RECEIVE LETTER FROM THE INTERNAL AUDITOR AND AGREE A MEETING WITH ALL COUNCILLORS ON 28TH JANUARY 2015**

It was **AGREED** that as part of the Precept Meeting the Internal Auditor would be invited to attend and explain the Council's responsibility under the finance regulations as part of the Internal Auditors control and requirements under the Accounts & Audit Act 1996, 2003 & 2014.

#### **FGP 14/474 CHAIRMAN ITEMS FOR INFORMATION ONLY**

##### **Christmas Lights Article**

With the Chairman's agreement a question was raised concerning the article in the North Somerset Times re Christmas Lights. The Chairman confirmed that the TE&A Committee had agreed a transfer within its own budgets of £4200 for new lights in Old Church Road. In response to a follow up question the Chairman confirmed that the report in respect of the electricity usage would be made to the TE&A Committee as agreed.

**FGP 14/459 DETERMINE PART I AND PART II ITEMS.**

Agenda item 7 the Terms of Reference

Meeting closed at 9.35 pm

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