

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN**  
**THE COUNCIL OFFICES, 44 OLD STREET, ON WEDNESDAY 14<sup>TH</sup> MARCH 2012 AT**  
**7.30PM**

**Present:** Councillor C Francis-Pester Committee Chairman  
Councillor, J Geldart, C. Hall, G Hill, L. Little, J Middleton, T. Morgan, D.  
Shopland & C. Wring.  
Town Clerk – Ms P. Heath,  
In Attendance – Cllr N. Pennycott,

**FGP 12/213 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillors, B Garner (other commitment) C. Blades (other commitment) J. Norton-Sealey (Illness) and A Walker (illness)

**FGP 12/214 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

There was one declaration of interest on items on the agenda, a pecuniary interest was declared by Cllr Morgan in respect of agenda item 12 review of library services

**FGP 12/215 MINUTES OF THE MEETING HELD ON 18<sup>TH</sup> JANUARY 2012**

The minutes of the Finance & General Policy Committee meetings held on 18<sup>th</sup> January 2012 September 2011 and ratified at council on 22<sup>nd</sup> February 2012 were accepted.

**FGP 12/216 RECEIVE AND DISCUSS THE CURRENT FINANCIAL STATEMENT AND BUDGET SHEETS.**

The Committee went through the financial sheets that had been circulated with the agenda. Members noted the information

PART 1
--------

**FGP 12/217 REQUEST FROM ROYAL BRITISH LEGION TO AMALGAMATE, THE REMEMBRANCE DAY SERVICES.**

Members discussed the request of the Royal British Legion to amalgamate the 11am and 2pm ceremonies for this year only.

Proposed, seconded and **RECOMMENDED** to Council: that in principal the Council's is willing to amalgamate, for 2012 only, the 2 pm ceremony in Queen Square with the RBL 11am ceremony subject to detailed information being obtained by the Chairman and Vice Chairman in a meeting with the RBL.

## PART 2

**FGP 12/218 TO RECEIVE, DISCUSS AND MAKE A RECOMMENDATION ON THE BANK ACCOUNTS HELD BY CLEVEDON TOWN COUNCIL AND ANY CHANGES**

Members discussed the report circulated with the agenda in detail. Following a discussion and explanation of the current systems it was proposed by Cllr Hill, seconded by Cllr Hall and **AGREED by 6 votes to 0** that the Council's banks be altered in line with the report to:-

1 x Current account at Nat West as a holding account doubling as Clevedon Trust Accounts (enable all trust properties accounts to be kept separate from the Councils accounts)

1 x Current account with Unity for Clevedon Town Council

1 x Current account with Unity for Allotments Account

1 x Deposit account with CCLA for all reserves – General and earmarked.

Post office account - keep for the Allotment reserve pending decision re land.

**FGP 12/219 NOTIFICATION FROM LGA OF THE NCJ/GOVERNMENT DISCUSSION ON PAY AWARD AND DECISIONS TAKEN**

Members noted the letter from LGA

**FGP 12/220 AGREE 3 YEARS SUBSCRIPTION TO NALC'S DIRECT INFORMATION SERVICE,**

Proposed by Cllr Hall, seconded by Cllr Middleton and **AGREED by 7 votes to 0** to purchase 3 year subscription to DIS extra service at a cost of £364.50

**FGP 12/221 A REQUEST FOR GRANT FUNDING FROM CLEVEDON SCHOOL**

Members discussed the request. Proposed by Cllr Shopland, seconded by Cllr Hall and **AGREED by 7 votes to 1** to not provide a grant to Clevedon School towards an exchange trip, the funding of school trips should fall to the parents and the school. Cllr Geldart wished her vote against the proposal to be recorded.

**FGP 12/222 TO RECEIVE DETAILS OF CLAIM MADE TO INLAND REVENUE FOR TAX DEDUCTED ON INTEREST AND NOTIFICATION OF CHANGE TO BONUS ACCOUNT.**

Members noted the claim made to the Inland Revenue for the tax paid on the Bonus account.

**FGP 12/223 TO RECEIVE AND AGREE QUOTATION FOR NEW COUNCIL LETTERHEAD – PER ATTACHED**

A copy of the letterhead and quotation was circulated with the agenda. The letterhead had been designed to enhance the professional image of the Council. Members altered the letterhead. Proposed by Cllr Shopland, seconded by Cllr

Middleton Inclusion of the name "Council House" 3 for 4 against; inclusion of "Somerset" 4 for 3 against; to put the address on right hand side 5 for 2 against.  
Proposed by Cllr Shopland, seconded by Cllr Middleton and **AGREED by 6 votes to 0** to use company B, That's Copy for the letter head on 100gsm paper.

**FGP 12/224 TO RECEIVE AND DISCUSS THE RESPONSES FROM NSC TO LETTER SENT 2/11/11 ON ASSETS/SERVICES TO CLLR BAKER – REPORT ATTACHED**

Members discussed the responses on behalf of Cllr Baker and the subsequent information from Martin O'Neill in response to questions on the asset list. Members were reminded that North Somerset Council were looking for Councils to indicate what assets/services they wish to investigate taking on or working in partnership to provide.

It was **AGREED** that the item be deferred to July 4<sup>th</sup> Meeting to enable members to consider which specific services or assets they would like investigating.

**FGP 12/225 TO RECEIVE AND DISCUSS RESPONSE FROM CLLR BAKER ON THE LIBRARY REVIEW 2012**

Members noted the response from Cllr Baker on the Library review and the invitation to discuss any ideas or financial input the Council would wish to make to Clevedon Library.

**FGP 12/226 TO RECEIVE UPDATE ON THE FLOWER BED CONTRACT AND AGREE TO TRANSFER OF CONTROL TO T.E.A COMMITTEE**

Members noted that the contract had been awarded and **AGREED** that the control of the contract and the flower beds would pass to Town Events and Amenity Committee who have the budget allocation in 2012/2013. The working group already set up would continue to monitor the contract, recommend any changes and colours reporting to the TEA committee.

**FGP 12/227 TO RECEIVE NOTIFICATION OF HOLIDAYS AND TOIL OUTSTANDING FOR STAFF MEMBERS, TO AGREE ANY BALANCES CARRIED OVER TO 2012/2013 ALLOCATION.**

Members were informed of the amount of TOIL (Time of in Lieu) hours held by each member of staff. Following a question it was explained that staff are contracted for specific hours but due to workloads work over that time so are allowed to take time off at a mutually convenient time. The total TOIL at end of Feb is 45 hours; members were reminded that the staff took off the entire Christmas break as TOIL.

Proposed by Cllr Hill, seconded by Cllr Hall and **AGREED** that the RFO is given designated authority to offer to buy the TOIL hours from staff members at the 31<sup>st</sup> March 2012; members to be informed of the cost and the amount to be paid with the May wages. It was **AGREED** to monitor the TOIL totals and usage on a half yearly basis.

**FGP 12/228 TO RECEIVE FOR INFORMATION A LISTING OF THE SPECIAL EXPENSES CHARGES FOR CLEVEDON.**

Members noted the special expenses list for Clevedon. The Chairman reminded members the reason behind special expenses and recent discussions on the asset liabilities.

**FGP 12/229 CHAIRMAN ITEMS FOR INFORMATION ONLY**

There were no Chairman's items for information

**FGP 12/230 TO DETERMINE PART I AND PART II ITEMS.**

Part 1 item being agenda item 14 which requires a council decision.

The meeting finished at 9.04 pm

APPROVED AS A TRUE RECORD

CHAIRMAN ..... Date .....