

CLEVEDON TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN
THE COUNCIL OFFICES, 44 OLD STREET, CLEVEDON ON WEDNESDAY 18TH
NOVEMBER 2009 AT 7.30 PM.

Present: Councillor C Francis-Pester (Committee Chairman)
Councillors C. Blades, B. Garner, C. Hall, J Middleton, T. Morgan, G
Watkins, & C. Wring
In attendance – Cllr L Knott
Town Clerk – Ms P. Heath,

FGP 10/1 APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Cllr J Norton-Sealey (illness) and Cllr D Shopland (family commitment).

FGP 10/2 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA.

There were no declarations of interest for items on the agenda.

FGP 10/3 MINUTES OF THE PREVIOUS MEETING

The minutes of the Finance & General Policy Committee meetings held on 18th November 2009 and ratified by Council on 21st December 2009 were accepted.

FGP 10/4 UPDATES ON ACTION ITEMS NOT ELSEWHERE ON THE AGENDA

There were no updates on items not elsewhere on the agenda

<u>PART 1</u>

FGP 10/05 COMMITTEE BUDGET REQUESTS, DISCUSS AND MAKE RECOMMENDATION TO THE PRECEPT MEETING ON 25TH JANUARY 2010.

Members discussed at length the budget proposals as requested by the committees in the report circulated with the agenda. Members noted that all the committee requests, apart from Environment & Property, have been through Council on 21st December 2009. Each Committee Chairman explained the reasoning behind the budget requests. The Town Clerk explained that where possible a like for like comparison had been made with last year's budget, but the committee changes and new accounting system had had an effect.

Chairman's Hospitality – this had been traditionally used by the Chairman for events that were on behalf of the Council as a corporate body, all expenditure being made through the Council office. It was proposed and agreed to rename this Council's Hospitality.

Twinning Grant – this had been traditionally paid to the twinning association on production of invoices for dignitaries from the twinned towns visiting Clevedon. After considerable discussion, it was proposed and agreed that the previous constraints be removed and that for exceptional expenditure the Twinning Association would be able to apply for a grant.

Earmarked Reserves – Members discussed each amount listed, the Committee Chairman explaining the reasoning behind the holding of ear marked reserves.

The Town Clerk explained best and accepted practice concerning the level of general reserves being at approximately 6 months of expenditure. The level of reserves held currently by Clevedon Town Council was above this limit but warned that large percentage transfers from general reserves against the budget to reduce the amount of the precept could have an impact on future years.

The following budget totals from the report are **RECOMMENDED** to the Council.

Finance & General Policy	£118,800.00
Allotments	£6,250.00
Town Events & Amenities	£21,200.00
Environment & Property	£22,500.00
Transport & Highways	£24,500.00
Trust underwriting	£15,550.00
Ear marked reserves at	£100,480.31

Proposed by Cllr Francis-Pester, seconded by Cllr Morgan and **RECOMMENDED**: that the Council sets a precept of £165,000.00 with £48,800.00 being taken from reserves.

The Committee Chairman thanked the Town Clerk for the background work on the budgets.

FGP 10/06 REQUEST FOR GRANT FUNDING BY CLEVEDON YOUTH & COMMUNITY CENTRE

Copies of the audited accounts and grant request had been circulated with the agenda. It was proposed and agreed to **RECOMMEND** a grant of £10,000 for the Youth and Community Centre known as “The Barn”.

FGP 10/07 REQUEST TO EXTEND THE PERIOD OF AUTHORISED ABSENCE OF CLLR GANNICLIFT IN LINE WITH LGA 1972 S85 (3)

It was proposed and agreed to **RECOMMEND** that Cllr Ganniclift be given an extension of absence due to health reasons.

<u>PART 2</u>

FGP 10/08 THE FINANCIAL STATEMENT AND BUDGET SHEETS FOR THE COUNCIL

Members discussed the current year financial statements, which had been circulated with the agenda. The spreadsheet showed the actual spend to date, committed amounts, and expected spend to 31st March 2010. The Town Clerk explained that due to problems with the memory space on her computer it will need replacing in the near future.

FGP 10/09 ACCOUNTS AND CONSTITUTION FOR CLEVEDON PRIDE AND TO CONSIDER THEIR GRANT REQUEST

Copies of the accounts and constitution had been circulated with the agenda these were discussed at length by the Committee. It was noted that the constitution was not signed and that although Clevedon Pride had been in existence for 15 months there were no audited accounts. It was **AGREED** to request representatives from the Clevedon Pride to attend the next Committee meeting to explain the accounts. Also to show evidence that the constitution has been adopted.

ACTION THE TOWN CLERK

FGP 10/10 VERBAL REPORT ON THE REVIEW OF THE WEB SITE MANAGER; AGREE DESIGNATED AUTHORITY TO DISCUSS A NEW CONTRACT TO COMMITTEE CHAIRMAN, VICE CHAIRMAN AND CHAIRMAN OF COUNCIL AND MAKE A DECISION.

The Town Clerk gave a verbal report on the current web site. It was proposed and **AGREED** that designated authority to discuss and award a new contract be given to Cllr Francis-Pester, Cllr Garner and Cllr Middleton in conjunction with the Town Clerk.

ACTION Cllr Francis-Pester, Garner, Middleton, Town Clerk

FGP 10/11 DETAILS OF TRAINING COURSES, TO DECIDE IF ANY MEMBER OR STAFF WISH TO ATTEND, TO AUTHORISE PAYMENT FOR THE COURSE AND ASSOCIATED TRAVEL.

The Town Clerk explained the training courses on offer It was proposed and **AGREED** that the Town Clerk book 6 places on the Chairmanship course on 23rd June 2010 for the 5 Committee Chairman and Chairman of the Council in place after the Annual Statutory Meeting.

It was proposed and **AGREED** to pay for the Administration Assistant and the Committee Clerk to do specific computer training at a cost of £115 each.

ACTION THE TOWN CLERK

The following item was discussed under section 1 (2) Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the matter to be discussed

FGP 10/12 LETTER FROM MRS PHILLIPS CONCERNING DISCREPANCY OVER SICK PAY

FGP jan 13th 2010.doc

RATIFIED on 24th FEBRUARY 2010

This was discussed at length and decision taken to resolve the discrepancy.

The Committee reinstated public admission and returned to the agenda

FGP 10/13 {DEFERRED FROM 18.11.09} RECOMMENDATION ON THE COMMITTEE ALLOCATION AND MEMBERSHIP; TO RECEIVE THE ATTENDANCE REGISTER FOR THE PERIOD MAY 2009 – NOV 2009.

Members noted the spreadsheet, which had been circulated. Members **AGREED** to look at standing orders at the next Committee meeting in respect of Membership on committees

FGP 10/14 {DEFERRED FROM 18.11.09} [FGP 09/76] CRITERIA FOR GRANTS TO NATIONAL BODIES

Due to time constraint this was deferred to the next committee meeting

FGP 10/15 RECOMMENDATION TO THE ENVIRONMENT & PROPERTY COMMITTEE ON THE OFFER TO PURCHASE 42 OLD STREET

The letter was discussed and **AGREED** to obtain a formal valuation of the School House taking into consideration any constraints on the building before making any recommendations to the Environment & Property Committee

FGP 10/16 CHAIRMAN ITEMS FOR INFORMATION ONLY

There were no Chairman's items for information.

FGP 10/17 TO DETERMINE PART I AND PART II ITEMS

It was agreed that agenda item 6 2010/2011 budget, agenda item 8 the grant request by the Youth and Community Centre , and agenda item 10 the extension of authorised absence should form part 1. The budget requests (item 6 & 8) would be placed before Council on 25th January at the precept meeting.

The meeting finished at 9.45 pm with Members approval

APPROVED AS A TRUE RECORD

CHAIRMAN Date