

CLEVEDON TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES 44 OLD STREET ON WEDNESDAY 26TH MAY 2017 AT 7.30PM

Present: Councillor C Francis-Pester Committee Chairman
 Cllrs, N. Barton, J. Geldart, G. Hill, L. Little, J. Middleton, J. Norton-Sealey, D. Shopland (8.10pm), C. Starr, G. Watkins, J. West
 In Attendance, Ms Paula Heath Town Clerk

FGP 17/690 RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor C. Blades (another Commitment, J. Cook (family commitment) and C. Hall (illness),

FGP 17/691 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

FGP 17/692 RECEIVE THE MINUTES OF PREVIOUS COMMITTEE MEETING

The minutes of the Finance & General Policy Committee meeting held on 1st March 2017 and ratified by Council on 8th April 2017 were accepted and signed by the Chairman as a true record

FGP 17/693 RECEIVE THE FGP COMMITTEE BUDGET/ACTUAL SPREADSHEET 2016/2017.

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

PART 1

FGP17/694 CONFIRM CLLR L. FONE AS A MEMBER OF THE FINANCE & GENERAL POLICY COMMITTEE.

Proposed, seconded and **AGREED** for Cllr Fone to join the Finance & General Policy Committee. Members noted that legally this has to be a part 1 item as any committee membership has to be agreed by the Council, but appreciate that the Annual Statutory Meeting will precede the next Council Meeting where these minutes will be ratified.

PART 2

FGP17/695 RECEIVE AND AGREE THE MINUTES OF THE IT WORKING GROUP DATED 6TH APRIL 2017

Proposed, seconded and **RESOLVED** to accept the minutes of the IT Working Group dated 6th April 2017. Members **AGREED** the recommendation "it was **AGREED** to **RECOMMEND to FGP** to provide from budget 4030 & 4031 £228 (£19x12) plus £60 set up."

FGP17/696 RECEIVE DETAILS OF 2017 YEAR END ACCOUNTS.

Members were informed that it is expected to close the 31st March 2017 books by the beginning of May, which would enable the Accounts to be presented to the 7th June 2017 Council meeting instead of waiting till the special meeting scheduled for the 28th June. Members approved the timing and noted that the Accounts will not be presented to the FGP prior to being signed off by the Council.

It was confirmed that the accounts would be circulated in advance to enable any Member to question the figures prior to the Council meeting.

Members were informed that there was an ongoing issue with Nat West over an unauthorised payment which is being investigated; the bank ombudsman is aware of the issue

FGP17/697 AGREE THE STATEMENTS ON THE ANNUAL GOVERNANCE STATEMENT

Members went through each of the statements on the Annual Governance Statement and agreed the response. The Annual Governance Statement would be signed off by Council on the 7th June meeting.

FGP17/698 RECEIVE AND DISCUSS THE RESPONSE FROM DAVID CARTER NSC ON S106, AND DECIDE WHETHER TO ACCEPT HIS OFFER.

Members received and noted the detailed response from David Carter. Members discussed the information and agreed to accept his offer to meet with senior officers to discuss Clevedon s106 allocations and payments. Members noted that following comments from NSC the meeting will not be arranged until after 8th June due to the General Election.

FGP17/699 RECEIVE RESPONSE FROM DWP RE CO-LOCATION OF JOB CENTRE, AND DECIDE WHETHER TO ACCEPT THE OFFER OF A MEETING.

Members received and noted the response from DWP concerning the co-location of the job centre to Castlewood. Members expressed concern at the parking following meetings with NSC. It was noted that there was limited visitor parking and depending on the numbers for the Job Centre this could create a greater pressure on the surrounding streets. Members welcomed the opportunity to have a meeting with NSC and DWP to discuss the issues and asked that the following information was received prior to the meeting.

- How many staff members are accepted to be on site on any given day?
- What is the expected visitor numbers to the job centre per day?
- What are the current parking needs of the users/tenants of Castlewood?
- What plans or opportunities are there to extend the parking in Castlewood to accommodate the additional personnel and tenants of the building?

Members appreciated that it would be after June 8th.

FGP17/700 RECEIVE UPDATE ON 17/688 STATION ROAD TOILETS ANTISOCIAL BEHAVIOUR.

The Town Clerk explained to members that continued monitoring by the Cleaners at the toilets and by the police has not found any evidence of drug use in the Station Road toilets. There have been no reports by members of the public, other than the initial Facebook entry which contained no details, despite articles in the NS Times and The Bristol Post. There has been up to 3 individuals who frequent Queen Square who are under the influence of alcohol that have been known to stay in the toilets in inclement weather; these are known to the police.

A query was made as to the use of CCTV, it was explained that the officers do monitor Queen Square, and report incidents to the police. Members discussed the CCTV review and it was agreed to arrange a meeting with the relevant officers and Councillors at NSC after June 8th.

FGP17/701 RECEIVE AND AGREE THE REVISED ASSET LEDGER.

The Town Clerk showed Members the revised asset ledger. It was AGREED that Cllr Hill and Cllr West would undertake a physical review and photograph all the assets for the record

Cllr Shopland arrived at 8.10pm

FGP17/702 RECEIVE AND CONFIRM THE INTERNAL AUDITOR SPECIFICATION

Members confirmed the internal auditor's specification which had been circulated with the agenda.

FGP17/703 REVIEW THE INTERNAL AUDIT PROCEDURES FOR CLEVEDON TOWN COUNCIL

Members confirmed and accepted the Internal Audit procedures as circulate with the agenda.

FGP17/704 REVIEW THE FINANCIAL RISK ASSESSMENTS

Members confirmed and accepted the Financial Risk Assessments as circulate with the agenda.

Proposed, seconded and resolved that the following item was heard under section1 (2) Public Bodies (admission to meetings) Act 1960 due to the confidential nature of the business to be discussed in regards to staffing.

FGP17/705 RECEIVE AND AGREE THE MINUTES OF THE STAFFING COMMITTEE DATED 6TH APRIL 2017.

Proposed, seconded and **RESOLVED** to accept the minutes of the Staffing Committee dated 6th April 2017. Members **AGREED** the recommendation that *Mr White is paid for his training hours in addition to his normal work hours.*

It was noted that Cllr Barton had not been present at the meeting due to problems with her IT meant she had not received the agenda. In response to a query it was confirmed that the Staff Appraisals covered the preceding year.

Proposed, seconded and resolved that the meeting returned to its open format

FGP17/706 CHAIRMAN ITEMS FOR INFORMATION ONLY

The Town Clerk requested that as in the 2011, and 2015 elections, as the Council House is used as a polling station, the office should be closed on 8th June; this was AGREED.

FGP17/707 DETERMINE PART I AND PART II ITEMS.

Legally agenda item 8 the request for Cllr Fone to join the FGP Committee is a part 1 item but this will have been superseded by the Annual Statutory Meeting.

Meeting closed at 8.58 pm

CHAIRMAN DATE

fgp 27th april 2017

Subject to ratification by Council and Committee

26 May 2017