

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN THE**  
**COUNCIL OFFICES 44 OLD STREET ON WEDNESDAY 4<sup>TH</sup> MARCH 2020 AT 7.30PM**

**Present:** Committee Chairman Cllr H. Young  
 Cllrs B. Cherokoff, A. Everitt, C. Francis-Pester, A. Goodliffe, D. Shopland  
 (7.55pm), J. West  
 Ms Paula Heath Town Clerk

**FGP 20/976 RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs N. Barton, G. Hill, T. Morgan, K. O'Brien, R. Westwood.

**FGP 20/977 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

There was no declaration of interest for items on the agenda.

<b>PART 1</b>
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*The following item was be heard under 1.2. Public Bodies (admission to meetings) Act 1960 due to the nature of the information concerning employment issues*

**FGP 20/978 RECEIVE STAFFING MINUTES FROM 11<sup>TH</sup> FEBRUARY 2020. (PART)**

See FGP 20/987 – the following recommendations from the staffing committee require council approval.

Recommendation 1 – That the Caretakers role is amended to point 3 on the new SCP scale as from 1<sup>st</sup> April 2020.

Recommendation 7 – that the full TOIL of the Deputy Town Clerk and Office Administrator is paid and that 80% of the Town Clerk is paid, from contingencies.

<b>PART 2</b>
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**FGP 20/979 RECEIVE THE MINUTES OF COMMITTEE MEETING HELD ON 15<sup>TH</sup> JANUARY 2020**

The minutes of the Finance & General Policy Committee meeting held on 15<sup>th</sup> January 2020, ratified by Council on 29<sup>th</sup> January 2020 were accepted and signed by the Chairman as a true record.

**FGP 20/980 RECEIVE THE FGP COMMITTEE BUDGET/ACTUAL SPREADSHEET 2019/2020.**

Members received and noted the FGP Committee spreadsheet of the accounts covering budget and actual payments.

**FGP 20/981 RECEIVE IT WORKING GROUP MINUTES DATED 11<sup>TH</sup> FEBRUARY 2020**

Minutes of the IT working group meeting of the 11<sup>th</sup> February 2020 were **agreed by 6 votes to 0** as a true record; all actions and recommendations therein agree.

**FGP 20/982 AGREE THE ATTENDANCE OF THE TOWN CLERK AT THE LEADERSHIP IN ACTION CONFERENCE ON 11<sup>TH</sup>/12<sup>TH</sup> JUNE.**

Proposed, seconded and **AGREED** that the Town Clerk should attend the Leadership in Action Conference at a cost of £335 which is included in the conference and training budget.

DRAFT MINUTES TO BE RATIFIED BY THE COMMITTEE AND COUNCIL

**GP 20/983 RECEIVE COPY OF LETTER FROM AVON PENSION RE THE MCCLOUD JUDGMENT**

Members received and noted the letter which had been circulated with the agenda. It was agreed to continue to hold this under review until decisions have been made by Avon Pension and Local Government Pension regulators as to how this will affect the pension

**FGP 20/984 [FGP20/967] TO DISCUSS S106 ALLOCATIONS AND ADDITIONAL INFORMATION REQUESTED.**

A copy of the s106 amounts received and deadline dates had been circulated with the agenda. The Town Clerk updated member on the responses received from the individual officers in respect of usage of the s106 money by the stated deadline dates.

Members noted where officers had stated – no spending associated with amount and asked that in responding to the officer suggesting that the Town Council inputs into the possible allocation of any unspent monies.

Precis of the responses.

- Affordable Housing - Due to need to spend funds in a viable expedient project the funds have been allocated to West Wick at this point of time. The option of Millcross site could if developed be a future site for allocation.
- Libraries – some funding used for Clevedon Library self service system, some unallocated and it was suggested could be directed towards Clevedon School Library if it was open to the community.
- Education – most allocated to expansions to schools in Clevedon. An unallocated amount could also be directed to Clevedon School Library.
- Sports/Leisure/open spaces – the money has been allocated and used at Salthouse Fields, following a site visit including Councillors with officers, in 2017, to agree work to be done and priority list. Other amounts have been allocated to Strode Road Leisure Centre internally and externally.

A query was raised as to how the S106 monies are recorded on the NSC Balance sheet; this would be requested from NSC Finance department.

Members discussed the use of empty homes for affordable housing particularly as NSC were introducing an additional tax on empty homes. Members asked for clarification of how the library item allocated to “capital programme” was/will be used. Members also asked for confirmation that s106 money was not being used to underwrite the contractors for strode Road Leisure Centre.

*Cllr D. Shopland arrived at 7.55pm*

**FGP 20/985 RECEIVE AND AGREE FINANCIAL RISK ASSESSMENTS AND INTERNAL AUDIT PROCEDURES AS CIRCULATED.**

Copies of the Financial risk Assessment and Internal Audit procedures had been circulated with the agenda, it was explained that these had been updated to reflect the current procedures and operation of the Council.

Proposed seconded and **AGREED by 6 votes to 0** to confirm and accept the Financial Risk Assessments and Internal Audit Procedures as circulated.

Member received the Risk Assessment for Pandemic Infection – Coronavirus and discussed the document. It was noted that this was a changing scenario and that the Chairman of the Committee and the Town Clerk would keep the document under review.

Proposed, seconded and **AGREED** to accept the Risk Assessment Pandemic Infection-Coronavirus and the controls therein; it was agreed this would be circulated to all Councillors for their information and action should it be required.

**FGP 20/986 RECEIVE VERBAL UPDATE ON THE INTERNAL AUDITOR'S VISIT. (FORMAL REPORT WILL BE PRESENTED AT 22<sup>ND</sup> APRIL MEETING)**

The Town Clerk gave a quick verbal report on the Internal Auditors visit a formal report will be sent on Friday 6<sup>th</sup> March and this will be presented to the Committee on the 22<sup>nd</sup> April along with any suggested amendments to the financial operations of the Council. There had been nothing stated verbally by the Internal Auditor that indicates any major problem.

*The following item was heard under 1.2. Public Bodies (admission to meetings) Act 1960 due to the nature of the information concerning employment issues*

**FGP 20/987 RECEIVE STAFFING MINUTES FROM 11<sup>TH</sup> FEBRUARY 2020.**

Minutes of the staffing committee meeting of the 19<sup>th</sup> December were **agreed by 7 votes to 0** as a true record and all recommendations therein agree. It was noted that these would be presented in two sections at the Council meeting as minute no 20/166 contains recommendations which require Council approval. – **see FGP 20/978**

**FGP 20/988 RECEIVE VERBAL UPDATE ON OFFICE ADMINISTRATOR ABSENCE.**

The Town Clerk gave an update on the absence of the office Administrator due to long term illness. The Staffing Committee will continue to review the situation and the effect on the office's workload.

**FGP 20/989 CHAIRMAN ITEMS FOR INFORMATION ONLY**

20/989.1 ALCA Invoice – Members received and agreed the ALCA Invoice was for £2117.26 [see FGP 20/964]

20/989.2 Resignation of Jane Geldart – members noted that Cllr West as Vice Chairman of the Property Committee would take over as Chairman of the Committee. It was AGREED that the Vice -Chairman of the Council role would not be filled until the May Meeting.

20/989.3 Consultations - Members were reminded at the consultations for Walking/Cycling and bus services was due to end on 15<sup>th</sup> March and any submissions should be received by the Clerk on the 10<sup>th</sup> of March to enable a Council response to be circulated and agreed before the deadline date.

**FGP 20/990 DETERMINE PART I AND PART II ITEMS.**

The only part 1 items were in the Staffing Committee Minutes which were heard under 1.2. Public Bodies (admission to meetings) Act 1960 due to the nature of the information concerning employment issues.

Meeting Closed at 8.15pm

Chairman ..... Date .....