

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN THE**  
**COUNCIL OFFICES 44 OLD STREET ON WEDNESDAY 1<sup>ST</sup> MARCH 2017 AT 7.30PM**

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

**FGP 17/675 RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillor C. Hall (illness), Cllr A. Giles Townsend, J. Cook.(work commitments)

**FGP 17/676 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

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

**FGP 17/677 RECEIVE THE MINUTES OF PREVIOUS COMMITTEE MEETING**

The minutes of the Finance & General Policy Committee meeting held on 11<sup>th</sup> January 2017 and ratified by Council on 8<sup>th</sup> February 2017 were accepted and signed by the Chairman as a true record

**FGP 17/678 RECEIVE THE FGP COMMITTEE BUDGET/ACTUAL SPREADSHEET 2016/2017.**

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

**FGP17/679 AGREE GRANTS TIMETABLE FOR THE 2017 SMALL GRANTS.**

Members agreed the timeline for the 2017 small grants

Applications open 1<sup>st</sup> May 2017

Deadline noon 31<sup>st</sup> July 2017

Considered 23<sup>rd</sup> August 2017

Payment September 2017 (after second half of precept received)

It was confirmed that as with the Councils establish practice the grants availability would be advertised in the Newsletters of May and June; it would be promoted on the Town Councils web site, Twitter accounts and Facebook accounts. The Councillors were asked to support that promotion by sharing the Twitter and Facebook feeds, and advising any voluntary groups they have contact with.

In response to a question it was confirmed that Name grants for 2017/2018 financial year had been agreed in the budget but should an organisation have an urgent need they could contact the Council all such applications would be dealt with on a case by case basis.

**FGP17/680 RECEIVE DETAILS OF S106 MONIES ACROSS ALL AGREEMENTS BY NSC,**

An abridged copy of the S106 outstanding at July 2016 had been circulated with the agenda papers. It was explained that a list had been obtained from NSC in July 2016, each of the department officers responsible for the S106 spending were asked to provide the following information:-

- *Can you please give the Town Council a breakdown of what projects these amounts have been spent on?*
- *we appreciate that not all the money has been received at this point, but could you give a breakdown of the projects they have been allocated for?*
- *In respect on future projects and spending the Town Council would welcome the opportunity to discuss the allocation of s 106 funds for the town of Clevedon*

It has taken a considerable amount of time and chasing to obtain the responses from all of the sections; these responses are shown on the document circulated.

Concern was expressed that there were no dates shown as to when this money has to be spent or returned; it was explained that no actual dates are shown on the master document.

Members felt that the Town Council having been requested for ideas of S106 requirements were not seeing those ideas incorporated into the S106 agreements.

Members **AGREED** to request NSC officers, David Carter, Richard Kent, Cllr Elfan Ap Rees and the S106 officers, to attend a meeting to discuss S106 and answer the following points.

- What are the legal requirements of S106?
- What are the legal boundaries of agreements?
- Members noted that the criteria states 'must be in relation to the development' but all the Affordable Housing money is being spent in Weston-Super-Mare and not in Clevedon; why is this?
- Will Clevedon residents looking for affordable housing have priority due to the usage of funds raised from Clevedon developments?
- How is received S106 recorded in the NSC Finances? Is it shown on the Balance Sheet? How the money is received recorded in the Income/Expenditure Statements?

In respect of the information provided

- What is the current position as at 1<sup>st</sup> March 2017, how much has been received, how much outstanding?
- What are the deadline dates for the amounts received to be spent?
- What are the deadline dates for the amounts outstanding to be received and spent?
- What effect staggered payments have on the overall deadline for spending money received against a specific development, ie. is a deadline set for each element received or is it set once every part has been received?
- What processes are in place to ensure that the S106 money is received and spent within the deadline?

In respect of going forward

- What measures are in place to ensure transparency?
- Many Principal Authorities have the S106 register shown on their web site open to any residents to view; will NSC be doing this If so by what deadline?
- What provisions are in place to enable the Town Council to have an active involvement with S106 agreements and the subsequent spending of the monies?

Members felt it would be useful to have the responses prior to the meeting to enable the Members to discuss their responses and to go through the S106 listing section by section.

#### **ACTION Town Clerk & Chairman of the Committee**

Cllr Blades as a NS Councillor reported that he had been looking into the S106 issue across the District and would be intending to raise it at SPED (Strategic Planning & Economic Development Policy and Scrutiny Panel) meeting and requested a letter from the Council to put it on the agenda.

The Town Clerk reminded members that the application for Cherry Avenue would be discussed at next week's planning meeting along with a request for S106 suggestions, the Clerk reminded members that it has to be appropriate to the development which is for a care home.

**FGP17/681 DISCUSS THE ALLOCATION AND PROPOSED SITES FOR AFFORDABLE HOUSING AS PER THE EMAIL ATTACHED AND DISCUSSIONS HELD IN PUBLIC SESSION.**

Mr Kevin Stamper from NSC had been invited to attend the meeting and talk to members about the Affordable Housing aspect of the S106, but unfortunately was unable to attend; it was agreed to invite him to a future meeting.

Members expressed concern again at the lack of affordable housing in Clevedon. It was felt that the Mill Cross site should be put forward as a suitable site if NHS Property does not want to build a health facility on the site, members also mentioned the possibility of using St Modwens site, even though the Council's planning committee rejected the planning application for housing on that site.

**FGP17/682 RECEIVE REPORT FROM AVON PENSION FUND EMPLOYERS CONFERENCE – CLLR STARR**

Cllr Starr had attended the Pension Fund Employers Conference on 28<sup>th</sup> February; he gave a verbal report highlighting the points raised at the conference. The Avon Pension was in a good state.

**FGP 17/683 RECEIVE AND AGREE THE BUSINESS CONTINUITY PLAN**

A copy of the Business Continuity Plan had been circulated with the agenda. Members discussed the document. In response to a question it was explained about the role of the Incident Team which includes the Staff members and the Chairman of the Council. It was **AGREED** to include the full contact details of the Chairman and Vice Chairman on schedule 1.

Proposed, seconded and **AGREED** to accept the Business Continuity Plan as circulated with an amendment to schedule 1.

**FGP 17/684 RECEIVE AND AGREE A "PROTOCOL FOR MARKING THE DEATH OF A SENIOR NATIONAL FIGURE OR LOCAL HOLDER OF HIGH OFFICE"**

A copy of the document had been circulated with the agenda. Proposed, seconded and **AGREED** to accept the protocol for marking the death of a senior national figure or holder of high office as circulated.

**FGP 17/685 RECEIVE DETAILS OF COMMUNICATION BETWEEN PORTISHEAD TOWN COUNCIL AND NORTH SOMERSET COUNCIL CONCERNING PRECEPT GRANT CALCULATION.**

The Town Clerk explained to members the communication between Portishead Council and North Somerset Council concerning special expenses and the effect on the Council Tax Support Grant. Members agreed to monitor the communication and support if required.

**FGP 17/686 RECEIVE DETAILS OF SW REGIONAL CONFERENCE AND AGREE CLLR HILLS ATTENDANCE AT A COST OF £60**

Proposed, seconded and **AGREED** that Cllr Hill should attend the SW Regional Conference on behalf of Clevedon Town Council at a cost of £60

*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 details.*

**FGP 17/687 RECEIVE AND AGREE THE MINUTES OF THE STAFFING COMMITTEE DATED 16TH FEBRUARY 2017.**

The minutes of the Staffing Sub- Committee meetings held on 16<sup>th</sup> February 2017 were accepted and signed by the Chairman as a true record.

Proposed, seconded and **AGREED** to accept the recommendation under SSC17/58

*Following a discussion it was **AGREED to RECOMMEND to FGP COMMITTEE** that the Council purchases a suitable mapping facility that can be used to log all of the Councils assets and areas of responsibility*

Proposed seconded and **AGREED** to accept the recommendation under SSC17/64

*It was **AGREED to RECOMMEND to FGP COMMITTEE** to confirm the 1% pay rise as at 1<sup>st</sup> April as per the National Agreement under NJC and the green book which is part of the staff members contracts.*

**FGP 17/688 CHAIRMAN ITEMS FOR INFORMATION ONLY**

There were no Chairman's items for information

**Station Road Toilets.**

A member asked for and was given permission to raise an issue concerning the Public Toilets in Station Road. A report had been made on a social media site of an incident concerning 3 youths with drugs; there was no indication when this was; this had been picked up by the Bristol Post. It was confirmed that the company responsible for the cleaning had checked with staff and no drugs, needles or associated paraphernalia had been found in the toilets. The Police had been contacted and they had no reports of issues relating to drugs. The Town clerk confirmed that there had been no report made to the Town Council offices. A recent issue concerning 3 drunks who habitually occupy Queen Square and who had been using the disabled toilet for shelter in the recent bad weather had been sorted by the police. The Chairman of the Committee confirmed that the Council would investigate but had no real information to go on.

**FGP 17/689 DETERMINE PART I AND PART II ITEMS.**

There were no part 1 items.

Meeting closed at 8.58 pm

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

fgp 1st march 2017

Subject to ratification by Council and Committee

20 March 2017