

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN THE**  
**COUNCIL OFFICES, 44 OLD STREET, ON WEDNESDAY 23<sup>RD</sup> JULY 2014 AT 7.30PM**

**Present:** Councillor C Francis-Pester Committee Chairman  
 Councillors, B. Garner, G. Hill, J. Middleton, N. Pennycott, D. Shopland,  
 G. Watkins, C. Wring  
 Town Clerk – Ms P. Heath,

**FGP 14/447 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillors, J. Geldart (family commitment) C. Hall (family commitment), L. Knott (family commitment), P. McNeill (family Commitment), J. Norton-Sealey (other commitment) and T. Morgan (family commitment),

**FGP 14/448 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

There were no declarations of interest for items on the agenda

**FGP 14/449 RECEIVE AND APPROVE THE MINUTES OF PREVIOUS COMMITTEE MEETINGS HELD ON 18<sup>TH</sup> JUNE 2014**

The minutes of the Finance & General Policy Committee meetings held on 18<sup>th</sup> June 2014 and ratified by Council on 2<sup>nd</sup> July 2014 were accepted.

**FGP 14/450 RECEIVE AND AGREE THE FGP COMMITTEE BUDGET 2014/2015.**

Members received and noted the finance papers that had been circulated with the agenda

**FGP 14/451 DISCUSS THE USE OF THE WEB SITE AND MODERN TECHNOLOGY WITH A VIEW TO REDUCING THE COSTS TO THE COUNCIL TO ENABLE COUNCILLORS TO “OPT-OUT” OF RECEIVING PAPER COPIES OF MINUTES AND REPORTS.**

Members discussed the increased use of the web site and online transfer of information following a request from some Councillors to reduce the amount of paperwork sent to Councillors.

It was proposed seconded and **AGREED** by 6 votes to 0 that Councillors could opt out of receiving paper copies of Minutes, and such reports and documentation that can be transferred electronically; this would have to be done in writing to the Town Clerk.

It was noted that until the law changed members in the scheme would still have the agenda posted to them.

**FGP 14/452 RECEIVE VERBAL REPORT OF THE WEB SITE WORKING GROUP, MEETING AT 12 ON 23RD JULY**

The Chairman of the Committee gave a verbal report on the web site meeting which happened earlier in the day. The Councillors who attended had been shown the control system and how the information is incorporated on the site or updated/amended.

It was **AGREED** that members would advise the Clerk of any suggestions for additional information or any amendment that need to be made to current information.

**FGP 14/453 RECEIVE A REQUEST FROM THE TOWN CLERK TO ATTEND THE ANNUAL CONFERENCE OF THE SOCIETY OF LOCAL COUNCIL CLERKS.**

Proposed seconded and **AGREED** that the Town Clerk should attend the SLCC annual conference at a cost of £395.00

**FGP 14/454 RECEIVE FOR FIRST CONSIDERATION DRAFT TERMS OF REFERENCE FOR COMMITTEES; THESE TO BE RECOMMENDED TO EACH COMMITTEE FOR DISCUSSION AND AMENDMENT BEFORE BEING AGREED BY FGP COMMITTEE AND RECOMMENDED TO COUNCIL. [NEW TERMS OF REFERENCE TO BE IMPLEMENTED FROM THE ASM 2015]**

Members noted the draft Terms of Reference for each committee that had been circulated with the agenda. Members **AGREED** by 7 votes to 0 the following process

- Each Committee to look at its own Terms of Reference and agree a recommendation to FGP for the 12<sup>th</sup> November 2014 Meeting
- On 12<sup>th</sup> November the FGP Committee will look at the Committee recommendations and compile a comprehensive recommendation to Council.
- If major changes are proposed a separate special meeting of FGP will be held to look at the proposals and discuss along with all implications to the Councils Policy, Procedures, Standing Orders and legal requirements.
- Any special meeting to be held prior to 10<sup>th</sup> December
- The final recommendation will be placed before Council on 17<sup>th</sup> December 2014

**FGP 14/455 CONFIRM APPOINTMENT OF THE INTERNAL AUDITOR FOR 2014/2015 ACCOUNTS AND THE HONORARIUM PAID;**

Proposed, seconded and **AGREED** to appoint Mr Kingshott as the Town Councils internal auditor for the financial year 2014/2015.

Proposed seconded and **AGREED** to increase the honorarium from £100 to £200; the honorarium to be reviewed annually, this would be the first raise in several years.

**FGP 14/456 RECEIVE VERBAL UPDATE ON THE 4TH AUGUST "LIGHTS OUT" EVENT AND AGREE, IF ANY, EXPENDITURE**

The Town Clerk explained in detail the event being organised in the Council's name for the 4<sup>th</sup> August. The Event "LIGHTS OUT in CLEVEDON" is part of a national commemoration of 100 years since Britain declared war on Germany WW1.

The event will start with songs from the day; many adapted from the boar war and sung by the troops. There will be poetry and a service of Commemoration and Remembrance led by the Council's Chaplain Captain Michel Eden. The evening will end with a piper followed by a minute's silence. The Town Clerk explained that the concept was to start the hour in an upbeat tone very similar to the feelings held in the country at the declaration and progressing in more sombre theme as the hour progresses. The Pipers used to lead the

troops into battle then played over the grave. There is a guest reader to read a poem at this point called "the Piper".

Several Community groups have offered help

Clevedon Yeo Rotary – as marshals

Clevedon Pride – the gazebo plus the volunteers to put up and take down

Salvation Army - providing a sound system

Clevedon Pride - Providing a backup sound system

Clevedon Civic Society – history and information plus doing a section on the boys that went to war.

Mr I Wyllie – playing the bag pipes

NSC – have agreed to lend high viz vests, plus take away any rubbish piled by the bins on Tuesday morning

Morrisons – have agreed to keep the car park, open till after 11pm for those attending although the 2 hour limit will apply they have agreed that a list of named cars with registration numbers given to the Town Clerk and passed on by the weekend can have a pass to be there longer.

St Johns Ambulance has agreed to attend for a donation.

Proposed seconded and **AGREED** that the Town Clerk be allocated a budget of up to £100 to pay for the donation, water and flag for the event.

#### **FGP 14/457 AGREE REGISTRATION UNDER DATA PROTECTION AT A COST OF £35.**

Proposed seconded and **AGREED** to authorise the registration of the Council under Data Protection for a cost of £35.00

#### **FGP 14/458 CHAIRMAN ITEMS FOR INFORMATION ONLY**

##### **LCAS REPORT**

The Town Clerk gave a verbal report on the LCAS training day on Health and Safety. The Town Council's risk assessments are being updated and will be reviewed at the next appropriate Committee meeting for the different assessments.

#### **FGP 14/459 DETERMINE PART I AND PART II ITEMS.**

There were no Part 1 Items

Meeting closed at 8.10 pm

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