

CLEVEDON TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN
THE COUNCIL OFFICES, 44 OLD STREET, ON WEDNESDAY 31ST JULY 2013 AT
7.30PM

Present: Councillor C Francis-Pester Committee Chairman
 Councillor, C Blades, B Garner, G. Hill, J Middleton, P McNeill, J Norton-
 Sealey, N Pennycott, G Watkins, C Wring
 Town Clerk – Ms P. Heath,
 In Attendance – Cllr Geldart

FGP 13/365 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors C Hall, T. Morgan, D Shopland (family commitment)

FGP 13/366 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest on items on the agenda

FGP 13/367 MINUTES OF THE MEETING HELD ON 10TH APRIL 2013.

The minutes of the Finance & General Policy Committee meetings held on 5th June 2013 and ratified by Council on 10th July 2013 were accepted.

PART 1

FGP 13/368 RECEIVE & REVIEW ANY SUGGESTIONS TO ALTER STANDING ORDERS, RECEIVED PRIOR TO THIS MEETING AND AGREE A WAY FORWARD

It was confirmed that Standing Orders apply to the Council and Committee/ Sub Committee meetings. The members were informed that only 2 suggestions, brought forward from 10th July Council meeting, had been received in writing as requested. Members discussed current standing orders, including comments from members that they did not reflect modern thinking and that they were out of date. Members were informed by the Town Clerk of the major overhaul taken by NALC, SLCC, & LGA 3 years ago upon which the Councils standing orders are based and that some items are based in law and cannot change. It was agreed to discuss the suggestions given in writing as had been requested by Cllr Hill at the 10th July Meeting

13/368.1 Standing Order (f) to amend the minutes given to each speaker in the public session from 3 as in the standing orders to 5 which is shown on the agenda and carried out in practice. It was noted that the Chairman can amend or alter the length of time allowed for individuals or in total at a meeting subject to agreement of the Committee.

Proposed by Cllr Hill, Seconded and **RECOMMENDED TO COUNCIL:** by a vote of 9 – 0: that standing order (f) is amended to read “*Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 5 minutes*”

13/368.2 Standing order (bb) to amend with the addition to allow Planning in exceptional circumstances to change the start time of a meeting and be allowed to run for 3 hours. There are times when a planning application is so complex or the public interest so great additional time is needed to allow all points of view to be made and a full consideration of the plans.

The proposal for the start time of 6.30pm was discussed and an amendment to 7pm was proposed by Cllr Watkins seconded and agreed by 7 votes to 2.

Proposed by Cllr Hill, seconded and **RECOMMENDED TO COUNCIL**: by 8 votes to 0 to amend standing order (bb) to read "*Exception Planning Committee where a meeting of Planning committee requires it the Committee Chairman may, as an exception, call the meeting to start at 7.00pm and to last no more than 3 hours*"

As the above 2 amendments had been on the 10th July Council Meeting agenda they can be agreed at the 4th September Council meeting for immediate implementation.

13/368.3 Members discussed the comments from Cllr Geldart that there were a lot of the standing orders that wanted altering but had not passed her written suggestions to the Town Clerk as had been requested at the last meeting and on the agenda.

Proposed, seconded and **RECOMMENDED TO COUNCIL**: by a vote of 5 to 4 that a working party open to all Councillors, with no limit on the amount of members, be set up at the Council meeting on 4th September to go through standing orders in detail.

Members were again asked to submit their suggestions in writing to enable a comprehensive document of suggestions to be produced highlighting areas where they conflict with the law or councils policies.

FGP 13/369 RECEIVE AND REVIEW ANY SUGGESTIONS TO ALTER FINANCIAL REGULATIONS, RECEIVED PRIOR TO THIS MEETING AND AGREE A WAY FORWARD

Proposed, seconded and **RECOMMENDED TO COUNCIL**: by 9 votes to 0 that the Council adopts and accepts the Financial Regulations as circulated with 31st July 2013 agenda

FGP 13/370 RECEIVE AND REVIEW ANY SUGGESTIONS TO ALTER INTERNAL AUDIT PROCEDURES AND POLICY RECEIVED PRIOR TO THIS MEETING, AND TO RECOMMEND ANY CHANGES TO COUNCIL.*

Proposed, seconded and **RECOMMENDED TO COUNCIL**: by 9 votes to 0 that the Council adopts and accepts the internal audit and policies as circulated with 31st July 2013 agenda

FGP 13/371 RECEIVE AND REVIEW ANY SUGGESTIONS TO ALTER FINANCIAL RISK ASSESSMENTS .AND AMENDMENTS RECEIVED PRIOR TO THIS MEETING AND TO RECOMMEND ANY CHANGES TO COUNCIL.*

Proposed, seconded and **RECOMMENDED TO COUNCIL**: by 9 votes to 0 that the Council adopts and accepts the Financial Risk Assessments as circulated with 31st July 2013 agenda

FGP 13/372 CONFIRM PAY INCREASE AS PER NCJ AGREEMENT.

Proposed, seconded and **RECOMMENDED TO COUNCIL**: by 9 votes to 0 that the Council accepts NCJ recommended pay increase of 1% for all staff members back dated to 1st April 2013

PART 2**FGP13/373 TO RECEIVE AND DISCUSS THE CURRENT FINANCIAL STATEMENT AND BUDGET SHEETS**

Members noted the financial spread sheets which had been circulated with the agenda.

FGP 13/374 A RECOMMENDATION ON THE WAY FORWARD WITH THE TOILET SITES AT SIXWAYS, PIER COPSE, AND ALEXANDRA ROAD BASED ON THE TOWN CLERKS REPORT CIRCULATED WITH INFORMATION ALREADY RECEIVED.

Members noted the comprehensive report circulated with the agenda including the site specific building surveys and costs.

Pier copse/Alexandra Road – Members noted the initiative being investigated by Cllr Knott under the Town Events & Amenity Committee minute no. 245.1 “**RESOLVED:** To give Cllr Knott delegated powers to investigate costs and funding with NSC, both revenue and capital costs, and report back to the Town Events & Amenities Committee” that had been ratified by the Council on 10th July. Members felt that until this had been undertaken no further action could be taken on these toilets.

Sixways – Members discussed in detail the proposed demolition by NSC of these units with the agreement of the owners and future provision of facilities. The Members were read a letter received earlier that day from NSC Passenger Transport to state that there would be sufficient room to build a replacement bus shelter on the site. The Bus Companies have confirmed to NSC their intention to continue using the Sixways sites as a terminus for their services but that they would not be prepared to fund or support services on the site. Cllr Shopland had undertaken to investigate the retention of toilets either on the site or at a location adjacent, including funding options with a full report to the Committee on the 25th September.

Proposed by Cllr Francis Pester, seconded, and **AGREED** by 9 votes to 0: That this Council writes to NSC to confirm the Town Council’s requirement to retain a suitable bus shelter, with seating, on the Sixways site. And that the Council is awaiting the report from Cllr Shopland before any final conclusions as to provision of facilities can be made by Clevedon Town Council.

FGP 13/375 AGREE THE TOWN CLERKS ATTENDANCE AT THE SOCIETY OF LOCAL COUNCIL CLERKS CONFERENCE AT A COST OF £395.

Proposed, seconded and **AGREED** to pay for the Town Clerk to attend the annual conference of the Society of Local Council Clerks in Leicestershire at a cost of £395 plus travel.

FGP 31st July 2013

28/08/2013

Subject to ratification by Council and Committee

FGP 13/376 RECEIVE UPDATE FROM WORKING GROUP ON THE TOWN WIFI PROJECT AND FUNDING REQUEST.

Members noted that the working group had not been able to meet in time to submit a funding application. It was proposed that the working group meet within the next few weeks and investigate other funding options. Either 1st week of August or 1st week of September to avoid holiday commitments

FGP 13/377 RECEIVE UPDATE ON THE CLEVEDON TOWN COUNCIL WEB SITE AND VIEW SITE BEFORE GOING 'LIVE'

Members were given a verbal report on the web site progress, including the number of photographs supplied by members of the public following an appeal in the newsletter. Cllr Middleton had assisted the Town Clerk in making the final decision as to the photographs to be used. It is hoped that the site will go live by the end of August.

Proposed, Seconded and **AGREED** that the Town Clerk be given designated authority to approve the web site to go live once it has been completed and checked by the Town Clerk.

The following items will be heard under 1 (2) Public Bodies (admission to meetings) Act 1960 due to the financial nature of the business within the minutes

MINUTES OF THE CONFIDENTIAL MEETING HELD ON 5TH JUNE 2013 –

The minutes of the Confidential Finance & General Policy Committee meetings held on 5th June 2013 and ratified by Council on 10th July 2013 were accepted

FGP 13/365 CHAIRMAN ITEMS FOR INFORMATION ONLY

There were no Chairman's items for Information

FGP 13/366 TO DETERMINE PART I AND PART II ITEMS.

Part 1 -Agenda items 5 to 8 being Standing Orders, Financial Regulations, Internal Audit and Financial Risk Assessments. Agenda item 9 being the Pay increase

The meeting finished at 9.30 pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date

FGP 31st July 2013

28/08/2013

Subject to ratification by Council and Committee