

CLEVEDON TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN
THE COUNCIL OFFICES, 44 OLD STREET, ON WEDNESDAY 5TH JUNE 2013 AT
7.30PM

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

FGP 13/355 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors C Hall, T. Morgan, J Norton-Sealey, N Pennycott, (Other commitment)

FGP 13/356 TO ELECT A VICE CHAIRMAN

Proposed by Cllr Garner, seconded by Cllr Hill and **AGREED** that Cllr Middleton would be Vice Chairman of the Finance & general Police Committee for 2013 / 2014

FGP 13/357 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest on items on the agenda

FGP 13/358 MINUTES OF THE MEETING HELD ON 10TH APRIL 2013.

The minutes of the Finance & General Policy Committee meetings held on 10th April 2013 and ratified by Council on 15th May 2013 were accepted.

<u>PART 1</u>

FGP 13/359 DISCUSS COMMENTS MADE AT, AND AFTER, THE ATM & ASM CONCERNING THE SCHEDULING OF THE MEETINGS ON THE SAME DAY AND TO MAKE RECOMMENDATION TO COUNCIL AS TO FUTURE YEAR'S POLICY.

A schedule showing that the Annual Town Meeting (ATM) and the Annual Statutory Meeting (ASM) had been held on the same day since 2005 except for election years when due to constraints on Councillors during the election period they are held separately.

Members discussed at great length the recent ATM and its importance for the Council to hear the views, opinions and questions from the Town's residents. Comments were made that people still had questions at the end of the meeting although the Chairman had asked and no one had indicated that they still had questions.

It was noted that

- Councillors often did not attend the ATM when it was held on a separate night and some did not feel that the meeting was part of their responsibility as Councillor
- That apart from this year the normal attendance was between 0 and 3 people

- If there is a major issue in the Town people did not wait for the ATM but attended a Council meeting to make their opinions heard.
- Councillors attend the ATM as residents so comments are personal and not necessary the Councils view.

Following the comments received concerning this year's ATM it was proposed, seconded and **RECOMMENDED** by 5 votes to 4, that this Council holds the Annual Town Meeting on a separate night for 2014, and 2015 (election year) with a review of the procedure in 2015;

Proposed seconded and **RECOMMENDED** that this council imposes a 5 minute limit on each person to make his point and receive an answer, this is to enable all attendees to speak. And that each person can only speak once on each subject raised at the meeting.

Members discussed the agenda and reports that historically are circulated at the meeting. It was proposed, seconded and **RECOMMENDED** that the agenda and reports are circulated in advance of the meeting using the new web site and other social media sites; and that ALL committee chairmen are to provide the reports by a pre-agreed date one month before the ATM.

A member raised a request to review and amend standing orders. It was explained that the Standing Orders are based on a nationally agreed document. A lot of the standing orders are based in law and cannot be changed. It was suggested and agreed that any proposals by Councillors to change standing orders be given to the Clerk prior to the next FGP meeting, to establish if and what the law requires on a specific item, with a view to the FGP Committee discussing the amendments and way forward as part of the annual review.

A proposal to hold a second Annual Town Meeting in October was defeated by 4 votes to 3.

PART 2

FGP13/360 TO RECEIVE AND DISCUSS THE CURRENT FINANCIAL STATEMENT AND BUDGET SHEETS

Members noted the financial spread sheets which had been circulated with the agenda. In response to a question concerning the £120,000.00 that had been allocated for the purchase of land in the 2012/2013 accounts this had been reallocated by the Council for specific grant funding in the recommendation under FGP 13/322; ratified by the Council on 23rd January 2013.

FGP 13/361 13/345]TO RECEIVE UPDATE AND RECOMMENDATION FROM THE IT WORKING GROUP ON THE TOWN WIFI PROJECT

Members discussed the accounts information received from Triangle Telecom. They noted that the requested information on the equipment was still outstanding although it is understood this is being tested at the moment.

It was proposed, seconded and **AGREED** that the Council would apply to the NSC Innovation Fund from the money allocated under The Portas Pilot for the WIFI system and set up the town centre. Proposed, seconded and **AGREED** that the working group would be given designated authority to complete the application form and submit it to NSC before the end of the month.

The working group of Cllr Francis-Pester, Cllr Middleton, Cllr Blades and Cllr Geldart would complete and submit the form

FGP 13/362 TO APPROVE THE ANNUAL STATEMENT OF ACCOUNTS AS PER THE COUNCIL MEETING ON 15TH MAY SUBJECT TO EXTERNAL AUDIT.

Members received and accepted the Internal Auditors Report.

Copies of the variances on the accounts were circulated and the Town Clerk explained in detail the variances between 2012 & 2013 accounts and annual return.

Proposed by Cllr Hill, seconded by Cllr Blades and **RESOLVED** under the designated authority from the Council to accept & approve the annual accounts and annual return for the year end 31st March 2013.

The following minute no. 13/363 & 13/364 were heard under 1 (2) Public Bodies (admission to meetings) Act 1960 due to the financial nature of the business within the minutes

FGP 13/363 MINUTES OF THE CONFIDENTIAL MEETING HELD ON 10TH APRIL 2013 – PREVIOUSLY CIRCULATED

FGP 13/364 MINUTES OF THE SPECIAL CONFIDENTIAL MEETING HELD ON 21ST MAY 2013

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 item 7 the timing and procedures for the Annual Town Meeting and the Annual Statutory Meeting.

The meeting finished at 9.30 pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date

FGP 5th June 2013

03/07/2013

Subject to ratification by Council and Committee