

CLEVEDON TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES 44 OLD STREET ON WEDNESDAY 15TH JANUARY 2020 AT 7.30PM

Present: Committee Chairman Cllr H. Young
 Cllrs N. Barton, B. Cherokoff, A. Everitt, C. Francis-Pester, A. Goodliffe, G. Hill, T. Morgan, D. Shopland, J. West, R. Westwood.
 Ms Paula Heath Town Clerk

FGP 20/956 RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr J. Geldart & Cllr K. O'Brien

FGP 20/957 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

Cllr Everitt declared a prejudicial interest as board member of Clevedon Bid.

PART 1

FGP 20/ RECEIVE AND DISCUSS AMENDMENTS TO STANDING ORDERS AS PROPOSED BY THE STAFFING COMMITTEE.

The Chairman explained that following the staffing meeting and appraisals that had raised an issue it was proposed to amend standing orders. A copy of the proposals and tracked changed copies of the Standing Orders and Financial Regulations had been circulated with the agenda.

Standing order 3b insert new

I v Agree the agenda items for [before] each meeting with the Chairman of the Council or relevant Committee Chairman, or by the relevant Vice Chairman in the absence of the Chairman

Proposed, seconded and **AGREED by 10 votes to 0** with one abstention the above new standing order with the amendment of 'for' replaced by 'before'.

Standing order 4.i to amend to allow the business of the Committees to be agreed before any subsequent motions instead of after. This was discussed at great length and with differing points of view as to the actual and historical use of motions.

Proposed, seconded and **AGREED by 8 votes to 3** to amend standing orders from "Motions to Council be the first items on future agendas after statutory items so as to allow full and frank debate" to read "*Motions to Council be after ratification of Committee minutes to enable relevant information regarding business being pursued via the committee structure to inform any subsequent debate.*"

Standing order 15b insert new

"The Chairman of each standing committee is ~~accountable for~~ [facilitates] any correspondence sent to third parties in furtherance of the business of the committee on behalf of the Town Council [respective Committees] and must [should] liaise with the proper officer to ensure this is lawful and appropriately recorded" Following a detailed discussion the above adjustments were proposed, seconded and **AGREED** by 11 votes to 0

Typos at Standing order 7 c iii) 'unless dispensation has been sort' change to 'unless dispensation has been sought'. And standing order 31e 'If a member reasonably believes another member is in breach of the Code Conduct of Conduct' (remove additional 'Conduct'); were agreed and amended.

Financial regulations insert new

Proposed, seconded and **AGREED by 11 votes to 0** that a new financial regulation be inserted *Financial Regulation 11.1 k The Council, or duly delegated committee, will establish for each contract awarded the appropriate mechanism for monitoring supplier performance in the delivery of that contract. This may be delegated to the RFO, or to a Committee, Sub-Committee or Working Party where there is a conflict of interest on the part of the RFO or significant public interest or risk to the Council.*

PART 2

FGP 20/ RECEIVE THE MINUTES OF COMMITTEE MEETING HELD ON 6TH NOVEMBER 2019.

The minutes of the Finance & General Policy Committee meeting held on 6th November 2019 ratified by Council on 27th November 2019 were accepted and signed by the Chairman as a true record.

FGP 20/ 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/ RECEIVE FUNDING APPLICATION FOR 2020/2021 FROM CLEVEDON BID.

Members discussed in detail the application from Clevedon BID for funding towards the redevelopment around the tree in Queen Square, that had been circulated prior to the meeting. Members noted the comments that had been made at the Council meeting on the 27th November 2019 by the new owners of the shopping area in Queen Square, that they wished to redevelop the B&M building and the part of Queen Square they own. Members also noted that the Tree Officer has restricted what work could be done around the large tree so as not to damage the tree roots. Concern was expressed that the feedback response was based on only 18 people. Members discussed the unaudited accounts for year-end April 2019 and the Draft Budget Yr. 2 submitted with the application. Members noted that the draft budget showed a deficit of £68395, whilst the unaudited accounts showed an operating profit of £37194, Concern was expressed as to the ability of the BID to fund the project.

Proposed, seconded and **RESOLVED by 9 votes to 0 with 2 abstentions**, that the Town Council should refuse the grant application, due to:- the amended plans required for the tree area as raised by NSC Tree Officer; further discussions with the new owners of the B & M – Boots shopping area who own part of the area being considered under the grant request; need for wider consultation on the plans; and clarification of the proposed budget in respect of the £68k deficit.

Following a discussion, it was proposed that separate letter be sent indicating that before any further applications are considered the Clevedon Bid Board should develop a working relationship at an early stage with the Town Council on any joint funded project; this was **refused by 5 votes to 4 with 2 abstentions**.

FGP 19/950 DISCUSS FGP BUDGET FOR 2020/2021

Members received the budget presented by the RFO for the Finance & General Policy Committee. Following a detailed discussion, it was proposed, seconded and **AGREED by 10 votes to 0** with 1 abstention to accept the FGP Budget of £290580 expenditure and £1000 income, as attached.

FGP 20/ DISCUSS AND RECOMMEND THE BUDGET TO THE PRECEPT MEETING ON 29TH JANUARY 2020

A copy of the committee requests and a proposed budget by the RFO had been circulated with the agenda. The Town Clerk as the RFO presented the report on the budget for 2020/2021 highlighting areas of amendments. The report, and the budget, was discussed in detail by the Committee. It was noted that the Highdale Road scheme costs still had to be discussed by the committee and members were minded that should the project be agreed by the Council after due diligence then it could be funded from reserves.

School Crossing Patrol budget was discussed. A brief history was given to those members who were not on the Council at the time the payments were agreed by the Council, regarding the Old Street crossing as well as the discussions and investigations into the other sites and locations removed by NSC. Members were informed that the schools and parents had been requested to assist with the funding of the crossing guard, without success.

It was proposed, seconded and **REFUSED by 6 votes to 4 with 1 abstention** that the budget should be reduced from £4000 to £2000 and the schools asked to match fund. The Town Clerk reiterated the work done on this previously and explained that if the Council reduces or removes the funding it would be unlikely that the post would continue.

Proposed, seconded and **RECOMMENDED to COUNCIL by 10 votes to 0 with 1 abstention** to recommend the circulated budget of £412861.

Members discussed the Councils reserves including the reasoning behind the levels held and the earmarked funds. It was agreed to review these at a future FGP Meeting. Members discussed the level of transfer from reserves to underwrite the capital and one-off payments in the budget.

Proposed, seconded and **RECOMMENDED to COUNCIL by 9 votes to 1 with 1 abstention** to transfer from reserves £36100 to create a precept of £376761, a band D rate of £47.67 a 93p rise or inflationary 2%.

FGP 20/ RECEIVE, FOR INFORMATION, NALC/AVALC SUBSCRIPTION ESTIMATED AT £2100

Members received and noted the estimated subscription.

FGP 20/ RECEIVE QUOTATIONS FOR INTERNAL AUDITOR.

Details of the quotations were circulated at the meeting, Proposed, seconded and **AGREED by 10 votes to 0 with 1 abstention** to appoint IAC Audit & Consultancy Ltd.

FGP 20/ CONSIDER AND RESPOND TO CONSULTATION ON NSC DRAFT CORPORATE PLAN & 20/21 BUDGET – EMAILED 19TH DECEMBER 2019.

Members made comments on the Corporate Plan it was agreed a summary of the responses would be compiled and presented at the Council meeting on the 29th for Council agreement.

FGP 20/ DISCUSS S106 ALLOCATIONS AS PER THE SPREAD SHEET AND RECEIVE NOTES ON THE MEETING HELD ON 3RD DECEMBER 2019 RE AFFORDABLE HOUSING.

Members noted the paperwork circulated and requested that this be deferred to the next meeting pending further information on deadline dates. Also, to establish what measures NSC are taking to prevent companies using the affordability clause to reduce or remove and CIL payments.

FGP 20/ DISCUSS THE COMMUNICATIONS POLICY AND PROCEDURE.

The Chairman explained the need for a comprehensive communication policy and procedure to make the Council more transparent and to engage all sectors of the community with the work of the Council. Members discussed doing a press release prior to precept explaining the Council's priorities in the budget. It was felt that the timescale was insufficient to allow proper consultation and feedback which could be considered before the precept meeting. It was agreed a more robust consultation process should be undertaken during 2020 in time for the setting of the 2021/22 budget.

A draft press release concerning the budget and priorities would be agreed at the Council meeting, pending the precept meeting decision.

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/ RECEIVE STAFFING MINUTES FROM 19TH DECEMBER 2019

Minutes of the staffing committee meeting of the 19th December were **agreed by 9 votes to 0 with 2 abstentions** as a true record and all recommendations therein agreed.

FGP 20/ RECEIVE VERBAL UPDATE FROM THE PAY REVIEW WORKING GROUP

Cllr Young as the Chairman of the Staffing Sub-committee and the Pay Review Working Group gave a short verbal report to the members, a detailed report would be made to the next Staffing Committee and reported to the Finance & General Policy Committee at its next meeting.

FGP 20/ DISCUSS AND AGREE OFFICE OPERATION DURING THE ABSENCE OF A MEMBER OF OFFICE STAFF

Proposed seconded and **AGREED by 10 votes to 0 with 1 abstention** that the Council would pay for cover during the absence of a current staff member in the form of paying for additional hours worked by staff members covering her role. It was confirmed that Councillors had been requested to assist by covering the telephones and visitors to the office when staff are single handed.

FGP 19/954 CHAIRMAN ITEMS FOR INFORMATION ONLY

The Chairman informed members that a document had been received in respect of objections to the Brookfield walk village green application, it was agreed that the Town Clerk would summarise the report for members consideration at Council on the 29th January.

FGP 19/955 DETERMINE PART I AND PART II ITEMS.

The budget items would not be a part 1 as these are recommendations direct to the precept meeting which follows the Council meeting.

Standing order changes would be part 1 item.

The Consultation on the NSC Draft Corporate Plan would be an independent item on the Council agenda.

CHAIRMANDATE

DRAFT MINUTES TO BE RATIFIED BY THE COMMITTEE AND COUNCIL

Cost	Account	Account	2020/2021	
Cod	Code			
e				
101		WAGES		
	4001	Town Clerk	38000	
	4002	Deputy Town Clerk	13264	
	4003	Admin Assistant	13197	
	4006	Caretaker	9880	
	4004	pension errs contribution	14182	
	4005	Paye errs contribution	7000	
	4007	Staff Travel Expenses	150	
	4008	wages Contingency	1000	
	4013	Staff Training Hours	5272	
102		OFFICE EXPENSES		
	4010	Postage	650	
	4012	Stationery	800	
	4014	photocopier Maintenance	1400	
	4020	Water Cooler & Refreshments	400	
	4425	Purchase office equipment	1000	
	4025	bank charges	250	
	4030	Telephone	1000	
	4031	Broadband	625	
	4035	website management	400	
	4032	Back up and Server Fee	100	
		IT Support	1600	
	4039	Newsletter	2000	
	4040	Subscriptions	3500	
	4037	GDPR	1500	
	4043	audit fees	1200	
	4041	Conference & Training	5450	
	4042	Annual Software Maintenance	860	
	4047	Insurance	5000	
	4050	Chairman's Allowance	1900	
	4051	Council Hospitality	2000	
	4055	Wreath & Memorial payments	50	
	4054	Council Photograph	300	
	4057	Councillors Travel Expenses	250	
	4056	Document Archiving	300	
	4045	Elections	6000	
103		GENERAL INCOME/EXPENSES		
	1190	Interest Received		1000
	4058	CCTV (ex-special expenses)	20000	
104		GRANTS		
	4154	CAB	25000	
	4156	General grants under powers	6000	
	4159	The Barn Children Centre	23100	
	4165	YMCA youth worker	11000	
	4172	CCA	3000	

		Curzon Cinema roof fund	25000	
		The Barn Summer Project	3000	
407		PUBLIC CONVIENIENCES		
	4475	PWLB	12000	
	4470	Payment to Contractor	22000	
		COMMITTEE TOTAL	290580	1000