

CLEVEDON TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES 44 OLD STREET ON WEDNESDAY 11TH JANUARY 2017 AT 7.30PM

Present: Councillor C Francis-Pester Committee Chairman
 Cllrs, N. Barton, C. Blades, J. Cook, J. Geldart, A. Giles-Townsend, 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 17/656 RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor C. Hall. Members welcomed back Cllr Norton-Sealey after his long illness

FGP 17/657 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no formal declarations of interest for items on the agenda. Cllr West, Cllr Barton & Cllr Watkins declared a personal interest as members of the Neighbourhood Plan Steering Group as Town Council representatives.

FGP 17/658 RECEIVE THE MINUTES OF PREVIOUS COMMITTEE MEETING

The minutes of the Finance & General Policy Committee meeting held on 2nd November 2016 and ratified by Council on 7th December 2016 were accepted and signed by the Chairman as a true record

PART 1 FOR PRECEPT MEETING ON 25TH JANUARY 2017

FGP 17/659 DISCUSS THE 2017/18 BUDGET REQUESTS FROM ALL THE COUNCILS COMMITTEES AND MAKE RECOMMENDATION TO THE PRECEPT MEETING TO BE HELD ON 25TH JANUARY

Members discussed the draft precept figures as circulated with the agenda to all members. Members were reminded that these had been compiled from each Committee requests.

Nailsea & District Trust – grant funding towards the maintenance of a door to door service primarily for the elderly and those with limited mobility. It was explained that the Committee receives regular reports and accounts from the Trust and that it was felt to be a vital service for the Town.

Street Market – in response to a question it was explained that the income figure in the budget was the net amount between the estimated revenue and estimated expenses.

The Queen Square is not owned or the responsibility of the Town Council therefore the money cannot be used for the resurfacing of the square.

No 42 – it was explained that the figures shown are based on a year's rental and fees.

The current tenant is very happy in the house and has no intention of leaving. It was noted that the rent is kept under review but that the idiosyncrasies of the building make it a challenge to rent.

CCTV – members feel that this should be debated by the Council before the end of the current financial year. It was **AGREED** to have a special council meeting to discuss CCTV provision in Clevedon. Members wanted to know about the long term commitment to equipment and services and the effect it would have if any one of the partners withdrew. Councillors were requested to let the Town Clerk know if they have any questions so that they can be collated and sent to NSC.

Special Expenses – members appreciated that special expenses do not form part of the Town Council's budget but feel that the breakdown of costs should be available to the Council. The Town Clerk explained she had been trying to get the figures in time for this meeting. The Special expense covers the maintenance of Strode Road, Coleridge Road, Hazel Close also 7 play areas in the town.

Proposed, seconded and **AGREED** by 12 votes to 0 to **RECOMMEND TO COUNCIL AT THE PRECEPT MEETING** the budget for 2017/2018 of £339300 with a band D amount of £43.64 a raise of .52p or 1p per week.

PART 2

FGP 17/660 RECEIVE THE FGP COMMITTEE BUDGET/ACTUAL SPREADSHEET 2016/2017.

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

FGP 17/661 RECEIVE AND DISCUSS QUOTATION FOR THE PURCHASE OF 10 NEW PAST CHAIRMAN BADGES

Members discussed the quotation. Proposed seconded and **AGREED** to accept the quotation to purchase 10 Past Chairman badges from underspend in 2016/2017 FGP budget as identified by the RFO and Committee Chairman.

FGP 17/662 RECEIVE AND DISCUSS QUOTATION TO PLACE THE CHAIRMAN'S CHAIN ON A STIFFENED COLLAR

Members discussed the quotation and heard from the Current and past Chairman the problems associated with the chain. Members were also informed that the Chain and medal link had broken. Proposed, seconded and **AGREED** to accept the quotation to fix the Chairman's Chain to a velvet collar and repair the chain /medal link. To be funded from underspend in 2016/2017 FGP budget as identified by the RFO and Committee Chairman.

FGP 17/663 RECEIVE DETAILS OF ACTUARIAL VALUATION AND NOTIFICATION OF INCREASED EMPLOYERS PERCENTAGE AND DEFICIT CONTRIBUTIONS.

Members noted the details from the Actuarial valuation as circulated with the agenda. Members noted that the deficit contribution and increase in the employers' pension rate had been included in the budget. Following a discussion it was proposed, seconded and **AGREED** to pay the deficit owed for the years 2017/18, 2018/19 & 2019/20 of £1100 in a single payment of £1000, rather than monthly, saving £100.

FGP 17/664 RECEIVE DETAILS OF AVON PENSION FUND EMPLOYERS CONFERENCE AND AGREE ANY ATTENDEES.

Members noted the details of the Avon Pension Employers Conference as circulated by email; It was AGREED Cllr Starr should attend as the Town Council's representative.

FGP 17/665 RECEIVE QUOTATIONS FOR INSURANCE OF THE TOWN COUNCIL FOR 3 YEAR AGREEMENT

Members noted the 3 quotations received. Proposed, seconded and AGREED to accept company A, the only one to provide full schedule details. Members were informed after the decision Company A is Zurich Insurance.

FGP 17/666 RECEIVE REQUEST FROM THE NEIGHBOURHOOD PLANNING STEERING GROUP FOR A GRANT

Cllr West as the Town Council liaison officer with the Neighbourhood Plan Steering Group read the report which had been circulated with the agenda and responded to Councillors questions.

Cllr West confirmed the Steering Group would be looking at various ways to carry out consultation and engaging the residents and they would welcome any ideas or suggestions from members.

Proposed, seconded and **AGREED** to put the Neighbourhood Plan Steering Group request for £7,000 in the FGP Budget.

FGP 17/667 DISCUSS AND AGREE THE FINANCE & GENERAL POLICY COMMITTEE BUDGET FOR 2017/2018

A copy of the draft budget had been circulated with the agenda, Members discussed it in detail.

Wages the Town Clerk explained the increase in wages due to the increased hours and the 1% pay increase on 1st April as agreed.

Pension – the increase in the employer's percentage as explained under 17/663 had been included. Members queried the Auto enrolment of staff members not already in the Pension Scheme, Mrs Johnson had co-opted out. Mr White did not fall under the eligibility criteria as per the Pension Regulator guidance but had been offered the opportunity to join the scheme.

Grant RBL Band – A comment was made that the RBL did not pay £1000 for a band and therefore a provision of £500 was too high. Proposed, seconded and **AGREED** to reduce the RBL grant to £250

CCT BID – this was discussed at length by the Committee. Members commented that the report had been dated April 2016 when the business and traders were consulted but that the document had not been presented to the Council until January 2017. Members did not feel that they had time to discuss the document at the special council meeting held on Monday 9th January and that a further meeting to discuss the document and the proposal should be held by mid-February.

Proposed, Seconded and **AGREED** by 10 votes to 1 that the CCT BID grant should not be included in the FGP Budget and that, subject to a Special Council meeting and positive vote, should be allocated from earmarked reserves.

Chalet Toilets - members noted the amount in the budget towards the refurbishment of the disabled toilet; this would be discussed at the PTWG meeting on 16th January. The intention is to seek Community Infrastructure Fund grant for the work.

Proposed, seconded and **AGREED** to accept the FGP budget as circulated subject to the two amendments above of RBL -£250 and CCTBID Grant -£15,000 to give a net budget of £249475

101	0	WAGES		
	4001	0	Town Clerk	£34,150.00
	4002	0	Committee Clerk	£12,100.00
	4003	0	Admin Assistant	£11,750.00
	4006	0	Caretaker	£6,000.00
	4004	0	pension ers contribution	£8,900.00
	4005	0	paye ers contribution	£6,000.00
	4007	0	Staff Travel Expenses	£150.00
	4008	0	Wages Contingency	£5,000.00
			Staff Training wages	£1,500.00
102	0	OFFICE EXPENSES		
	4010	0	postage	£750.00
	4012	0	stationery	£800.00
	4014	0	photocopier Maintenance	£900.00
	4016	0	Adverts	£300.00
	4020	0	Water Cooler & Refreshments	£700.00
	4425	0	Purchase office equipment	£1,000.00
	4025	0	bank charges	£300.00
	4030	0	Telephone	£1,000.00
	4031	0	Broadband	£300.00
	4035	0	website management	£1,000.00
	4032	0	Back up and Server Fee	£1,500.00
	4039	0	Newsletter	£2,000.00
	4040	0	Subscriptions	£2,800.00
	4043	0	audit fees	£1,200.00
	4041	0	Conference & Training	£1,500.00
	4042	0	Accounts software & Maintenance	£475.00
	4047	0	insurance	£4,500.00
	4050	0	Chairman's Allowance	£1,800.00
	4051	0	Council Hospitality	£1,900.00
	4055	0	Wreath & Memorial payments	£50.00
	4056	0	Document Archiving & Storage	£300.00
	4045	0	Election	£3,500.00
	4057	0	Councillors Travel Expenses	£250.00
			CCTV (ex Special Exps)	£17,000.00
			Regalia	£750.00
103	0	GENERAL EXPENSES		
	1190	0	Interest Received	£1,000.00
104	0	GRANTS		
	4154	0	CAB	£20,000.00
	4156	0	General grants under powers	£5,000.00
	4157	0	Clevedon Pier outreach	£5,000.00
	4159	0	The Barn Children Centre	£23,100.00
	4160	0	Twinning	£500.00
	4166	0	RBL 50% band	£250.00
	4165	0	YMCA youth worker	£10,000.00

	4172	0	CCA	£2,500.00	
		0	Neighbourhood Plan Grant	£7,000.00	
407	0		PUBLIC CONVENIENCES		
	4470	0	Payment to Contractor	£21,000.00	
	4475	0	PWLB Interest Payments	£14,000.00	
		0	Chalet Toilet Refurbishment	£10,000.00	
			COMMITTEE TOTAL	£250,475.00	£1,000.00

FGP 17/668 DISCUSS AND AGREE THE GRANT CRITERIA FOR EACH OF THE GRANTS CATEGORIES

17/668.1 Small Grants

Members discussed the small grant criteria as circulated with the agenda. It was **AGREED** to amend section 10 to include the words "or local branch thereof" To read "*Please note that grants will only be given to Clevedon organisations. Any application from a national charity, or local branch thereof, will require evidence that the grant is being spent in Clevedon or for the benefit of Clevedon residents.*"

Members discussed including in the criteria the request for a report but it was noted that this is requested on the application form. Also the wording of section 8 the exempt bodies, it was noted that these didn't include paying third parties that indirectly benefit one of the exempt bodies such as to a group that is using a church or school hall.

Proposed seconded and **AGREED** to accept the small grants criteria as amended.

17/668.2 Named Grants

Proposed seconded and **AGREED** to accept the named grant criteria as circulated with the agenda.

17/668.3 Committee Grants

Proposed seconded and **AGREED** to accept the committee grant criteria as circulated with the agenda.

Members discussed the wording of section 5 in respect of school crossings where the money is paid towards the cost of employing a crossing patrol officer, under a service level agreement between the School and NSC where the funding is raised by the School friends or PTA.

FGP 17/669 RECEIVE REQUEST FROM CLEVEDON LEARNING TRUST FOR FUNDING OF A TRANSPORT STRATEGY AS PRESENTATION AT COUNCIL MEETING ON 17TH OCTOBER 2016 [DEFERRED 2ND NOVEMBER 2016]

Members discussed at length the request from the Learning trust for a grant towards a transport strategy to bring in pupils from Yatton. This had been in response to a grant given by Nailsea Town Council to the Nailsea School for the same type of project. The Learning Trust had explained that they needed to increase the pupil numbers to enable the school to run on a more cost effective base and continue to provide facilities and education for Clevedon pupils. Concern was expressed that it was NSC responsibility and, it was understood, their legal duty to provide transport to pupils where the designated school is over a set limit from their home. Proposed, seconded and **REFUSED** by 9 votes to 2 to provide a grant of £5000 to the Learning Trust

FGP 17/670 AGREE IF ANY MEMBER WISHES TO ATTEND THE LCAS SEMINAR ON 7TH FEBRUARY 2017

Proposed seconded and **AGREED** that Cllr Middleton would attend the LCAS seminar on 7th February with the Town Clerk.

FGP 17/671 DISCUSS THE PROPOSAL OF FREE PLANTS FROM NSC.

Members were informed that the offer of free plants was being made again by NSC contractors. The Town Clerk explained the problems experienced in previous years with local groups not collecting and planting the plants. Many are used around the Council offices but some are wasted. The Town Clerk requested that the number ordered is reduced to 500 instead of the 1000 normally ordered; this was refused by Members. It was **AGREED** that the Council order 200 each of the 5 species on order and that Councillors would collect, distribute, and help plant all the plants received.

FGP 17/672 DISCUSS THE SIGNATORIES FOR THE TOWN COUNCIL BANK ACCOUNTS, DISCUSS POSSIBLE CHANGES.

The Town Clerk explained the difficulties in respect of signatories and getting Councillors to sign and countersign the payments on line. In December all the payment entered at the start of the month had not been countersigned leading to interest charges for non-payment. On the 23rd the staff had to chase councillors to get the payments and the wages countersigned to enable staff to be paid.

Members **AGREED** that Cllrs Hill and Starr would be added to the signature list.

FGP 17/673 CHAIRMAN ITEMS FOR INFORMATION ONLY

There were no Chairman's items for information

FGP 17/DETERMINE PART I AND PART II ITEMS.

The Council budget would be a part on for the Precept Meeting only; it would not be a part 1 for the Council meeting on 8th February 2017.

Meeting closed at 9.37 pm

CHAIRMAN DATE