

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN THE**  
**COUNCIL OFFICES 44 OLD STREET ON WEDNESDAY 24<sup>TH</sup> JANUARY 2018 AT 7.30PM**

**Present:** Councillor C Francis-Pester Committee Chairman  
 Cllrs B. Cherokoff, L. Fone, A. Giles-Townsend, G. Hill, L. Little, J. Middleton, T. Morgan, C. Starr, G. Watkins, J. West

**In Attendance:** Ms Paula Heath Town Clerk, Cllr S. Hale  
 Ms Fiona Mathews, Tracey Farquhar-Beck – Theatre Orchard for item 18/768

**FGP 18/763 RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr's N. Barton, J. Geldart, J. Norton-Sealey

**FGP 18/764 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

There were no declarations of interest for items on the agenda

**FGP 18/765 RECEIVE THE MINUTES OF PREVIOUS COMMITTEE MEETING**

The minutes of the Finance & General Policy Committee meeting held on 13<sup>th</sup> December 2017 and ratified by Council on 10<sup>th</sup> January 2017 were accepted and signed by the Chairman as a true record.

<b>PART 1</b>
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FGP 18/773 PART in relation to SSC18/99 [see confidential minute]
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<b>PART 2</b>
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**FGP 18/766 RECEIVE THE FGP COMMITTEE BUDGET/ACTUAL SPREADSHEET 2017/18**

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

**FGP 18/767 RECEIVE AND AGREE RECOMMENDATION THEREIN OF THE IT WORKING GROUP DATED 11TH JANUARY 2018**

Following a discussion the minutes of the IT Working Group dated 11<sup>th</sup> January 2018 were received and the recommendations contained accepted and **AGREED**

*Proposed, seconded and **AGREED to RECOMMEND to FINANCE & GENERAL POLICY COMMITTEE to move the £1000 allocated in 2018/19 budget from planning 4801/105 to office equipment 4425/102.***

**AGREED**

*Proposed, seconded and **AGREED to RECOMMEND to FINANCE & GENERAL POLICY COMMITTEE that the Council 1) Purchase a NAS Synology Box with back up provision; 2) upgrade to Office 365; 3) Install a Councillors 'mail box' to enable the Council and Councillor comply with requirements of GDPR; 4) Arrange for the installation and setup of the systems on the 3 computers and new laptop; 5) purchase a new lap top suitable for use with the Planning Portal all within the designated budget in 2018/19 - 4425/102 of £7000***

**AGREED**

**FGP 18/768 DISCUSS PROVISION OF GRANT FOR THE THEATRE SHOP AS PER TEA MINUTE 17/715.1**

*Proposed, Seconded and **AGREED** to suspend standing orders to enable the representatives from Theatre Orchard to make a presentation and answer questions from the Councillors*

Members heard the presentation from Theatre Orchard on their short and long term plans for the Theatre Shop, and community involvement in drama and performing arts. Members questioned the representatives on aspects of the finances and the links/ involvements with the Tobacco Factory in Bristol and the performance company "Living Spit".

*The Theatre Shop Representatives left the meeting*

*Proposed, seconded and **AGREED** to reinstate Standing Orders*

Following a discussion on the information presented it was proposed, seconded and **AGREED** by 10 votes to 1 to award a grant of £4000 to the Theatre Shop, for the financial year 2018/2019.

**FGP 18/769 DISCUSS AND AGREE CLEVEDON TOWN COUNCIL BUDGET 2018/2019 AND MAKE RECOMMENDATION TO PRECEPT MEETING.**

The detailed Budget for 2018/2019 had been circulated to all members with the agenda. The following amendments were noted – Town Clerk wages due to the Staffing Committee minute SSC 18/99 should be increased by £1500. Following the award to Theatre Shop it was agreed to incorporate this in the TEA Budget to replace the designation TEA General and remove the amount from the Grants Budget. The Town Clerk as RFO explained the budget for CCTV and the Wages Contingency. Following a detailed discussion it was proposed, seconded and **AGREED** to **recommend to the Precept meeting by 9 votes to 0** the amended budget of £357,481 a band D rate of £45.60 and increase of £1.96. Members were reminded that this would be discussed by the Precept Meeting so would not be shown as a Part 1 item. *See attachment*

**FGP 18/770 DISCUSS THE ADMINISTRATION FOR THE CREATION/COMPILING A TOWN PLAN**

Members discussed the concept of the Town Plan as agreed under Minute No FGP 17/759; this would incorporate all the current and future plans proposed for or about Clevedon. Following a discussion on the concept and uses for the Plan it was **AGREED by 9 votes to 0** that the Town Clerk draw up a base line document for discussion at a future meeting.

**FGP 18/771 DISCUSS AND AGREE A COMMUNITY RIGHT TO BUY APPLICATION FOR THE LIBRARY**

Member's attention was drawn to the North Somerset Council Medium Term Financial Plan and the forth coming Access Review on Libraries and Children Services. Members noted that the Library could be moved to another town centre site and the building declared redundant. As a focal and historic building members felt that should this happen the community should have an option to develop alternative uses for the library building. Proposed, seconded and **AGREED** by 8 votes to 0 that a right to buy application should be submitted for the Library building and car park on behalf of the community

**FGP 18/772 DISCUSS AND AGREE IF ANY MEMBER WISHES TO ATTEND THE FROME – BREAKING THE MOULD – CONFERENCE AT A COST OF £99**

Details of the conference had been circulated with the agenda to all members. Members discussed the importance of the conference particularly in relation to the Neighbourhood Plan and similar projects. Proposed, seconded and **AGREED** That Cllr West & Cllr Fone attends the conference at a cost of £99 each and provides a detailed report to the next Finance & General Policy Meeting.

*The following item was heard under section 1 (2) Public Bodies (admission to meetings) Act 1960 due to the confidential nature of the business discussed in regards to staffing.*

**FGP 18/773 RECEIVE THE STAFFING COMMITTEE MEETING MINUTES DATED 17<sup>TH</sup> JANUARY 2018**

Following a discussion it was proposed, seconded and **RESOLVED** to accept the minutes of the Staffing Committee dated 17<sup>th</sup> January 2018 and to agree the recommendations therein by 9 votes to 0. It was noted that the minutes were written in agenda order and not in the order of the meeting as due to interruptions with BT the meeting moved back and forth on the agenda. It was confirmed that Cllr Hill had only been present for SSC18/101 in relation to the Deputy Town Clerks job description in his capacity as Chairman of Planning. Any Councillor can request to attend a Staffing Sub Committee meeting, with the exception of any discipline or grievance issue which has to be conducted within the legal parameters.

**SSC 18/101 Deputy Town Clerk**

Members discussed the history of pension and gratuity entitlements in direct relationship to the Deputy Town Clerk. Members accepted that this issue could not be repeated in the future due to the change in the law. Members were minded to offer a leaving present to the Deputy Town Clerk following 26 years of employment and in view of the comments concerning pension.

The recommendation under SSC18/101 was **AGREED** subject to legal advice.

**SSC18/99 Town Clerk Appraisal**

Members **AGREED** the recommendation under SSC18/99; As per Financial Regulation 3.2 this will form a Part 1 item for the Minutes [see above]

**FGP 18/ CHAIRMAN ITEMS FOR INFORMATION ONLY**

There were no chairman's items for information

**FGP17/762 DETERMINE PART I AND PART II ITEMS.**

Members were reminded that Agenda Item 7 the Budget for 2018/19 was a recommendation to the Precept Meeting so would not be a part 1 for the Council meeting on 7<sup>th</sup> March.

SSC18/99 was a part 1 from the confidential section of the meeting. Any discussion of this item would have to be under section 1 (2) Public Bodies (admission to meetings) Act 1960 due to the confidential nature of the business to be discussed in regards to staffing

Meeting closed at 8.58pm

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

DRAFT MINUTES TO BE RATIFIED BY THE COMMITTEE AND COUNCIL

Account		£	2017/2018	2018/2019
101	WAGES			
	Wages			
	4001	Town Clerk	34150	36500
	4002	Committee Clerk	12100	12800
	4003	Admin Assistant	11750	12500
	4006	Caretaker	6000	6300
	4004	pension errs contribution	8900	9906
	4005	paye errs contribution	6000	6180
	4007	Staff Travel Expenses	150	150
	4008	wages Contingency	5000	9000
	4013	Staff Training Hours	1500	
102	OFFICE EXPENSES			
	4010	postage	750	750
	4012	stationery	800	800
	4014	photocopier Maintenance	900	900
	4016	Adverts	300	300
	4020	Water Cooler & Refreshments		500
	4425	Purchase office equipment	1000	7000
	4025	bank charges	300	300
	4205	Office Maintenance		180
	4030	Telephone	1000	1000
	4031	Broadband	300	300
	4035	website management	1000	1500
	4032	Back up and Server Fee	1500	1500
	4039	Newsletter	2000	2000
	4040	Subscriptions	2800	3500
	4043	audit fees	1200	1000
	4041	Conference & Training	1500	1500
	4042	Accounts software & Maintenance		500
	4047	insurance	4500	5000
	4050	Chairman's Allowance	1800	1900
	4051	Council Hospitality	1900	2000
	4055	Wreath & Memorial payments	50	50
	4054	Council Photograph		400
	4057	Councillors Travel Expenses	250	250
	4056	Document Archiving	300	300
	4045	Elections	3500	5000
	4060	Regalia	750	
103	GENERAL			
	1190	Interest Received		1000
	4058	CCTV (ex special expenses)	17000	17000
104	GRANTS			
	4152	Grants S137		
	4154	CAB	20000	20000
	4156	General grants under powers		6000
	4158	Sea Front & Events Team		
		<i>Curzon Cinema HLF</i>		0
	4157	Clevedon Pier Outreach programme		
	4159	The Barn Children Centre	23100	23100
	4160	Twinning	500	500
	4166	RBL 50% band	250	250
	4165	YMCA youth worker	10000	10000
	4172	CCA	2500	2500
	4173	CCT BID Grant		
	4174	Neighbourhood Plan Grant	7000	5000
407	PUBLIC CONVIENIENCES			
	4475	Interest Payment	14000	13000
	4470	Payment to Contractor	21000	21500

DRAFT MINUTES TO BE RATIFIED BY THE COMMITTEE AND COUNCIL

	4354	Toilets Refurbishment		10000		5000	
		<b>COMMITTEE TOTAL</b>		250475	1000	255616	500
105		<b>PLANNING</b>					
		<b>COMMITTEE TOTAL</b>		0	0	0	0
		<b>ALLOTMENT COMMITTEE</b>					
210		Allotment General					
	4205	Allotment enhancement					
		<b>COMMITTEE TOTAL</b>		0	0	0	0
301		<b>Town Events &amp; Amenity</b>					
		Christmas Lights					
	4301	Electricity		400		400	
	4302	Inst/remove		12100		14050	
302		Street Furniture					
	4310	Dog Bins		11250		11500	
	4320	litter Bins					
	4312	Youth Shelter		3000			
	4313	flower planters		500			
304		Horticultural					
	4340	Maintenance		13500		14500	
305		Events					
	4375	Remembrance 2018		500		500	
	4373	maps		500		500	
	4376	Theatre Shop		4000		4000	
306		Tennis Courts					
		resurfacing contingency				4000	
	4355	infrastructure maintenance		1000		1000	
		<b>COMMITTEE TOTAL</b>		46750	0	50450	0
401		<b>PROPERTY COMMITTEE</b>					
401		Council Offices					
	1401	Room Hire			13000		12000
	4401	Heat Light & Power		3500		3550	
	4402	Alarm Bt - Key holder Service		250		250	
	4202	Water		1200		1300	
	4205	Repairs & Maintenance		5000		4000	
	4410	Cleaning Materials		350		400	
	4425	Equipment		1000		1000	
	4412	Rates		11500		11500	
	4206	Annual Maintenance/Service		2500		3000	
402		42 Old Street					
	1450	Income Rent			7800		7800
	4205	Maintenance		500		1500	
	4701	Fees		625		625	
403		Triangle Clock					
	4301	elect		250		250	
	4205	Maintenance		900		1000	
404		Skate park					
	4205	Maintenance		2000		2500	
	4320	Bins					
	4420	Safety Insp		850		850	
	4425	Equipment					
405		<b>PARK &amp; OPEN SPACES</b>					
	4450	Land at Highdale		700		700	
406		Street Market					
	1460	Rent			3000		3600
	4701	Expenses					
303		<b>MUGA</b>					
	4350	Installation					
	4355	Maintenance		500		500	
		<b>COMMITTEE TOTAL</b>		31625	23800	32925	23400

DRAFT MINUTES TO BE RATIFIED BY THE COMMITTEE AND COUNCIL

501		<b>TRANSPORT &amp; HIGHWAYS</b>					
	4501	Bus Shelters Clean & Maintenance				4500	
	4502	Bus Shelters purchase					
	4505	Nailsea & Dist Transport Grant				8000	
	4321	Bins - Grit		300			
	4514	School Crossing Patrol				3500	
	4511	Contingency strode road		9000		7500	
		Central Way				5535	
		<b>COMMITTEE TOTAL</b>		21800	0	29035	0
<b>COUNCIL BUDGET TOTAL</b>				350650	24800	368026	23900
<b>TRUST ACCOUNTS</b>							
701		Herbert Gardens					
	1465	Rent			140		140
	1466	Sub Station rent			290		290
	4205	maintenance general		5000		5000	
702		Village Hall					
	4205	maintenance		5000			
	4255	Repairs				5000	
	4048	Professional Fees					
	1470	Rent			7800		7875
	4705	Trust Administration		1000		1000	
703		The Barn/ Community Centre					
	4730	Barn Grant		10000		10000	
	4049	Barn Legal		680		660	
	4452	Legal Fees					
		<b>TRUST TOTAL</b>		21680	8230	21660	8305
		<b>TOTAL ACCOUNTS</b>		372330	33030	389686	32205
				339300		357481	
	1176	PRECEPT			339300		
	1177	Precept Grant			13170		
		Transfer from reserves					
<b>Income/Expenditure</b>							
	1176	PRECEPT					
					£ 43.64		£ 45.60
		Scd D house numbers 2014 7510.7	7510.7				4.5%
		Sch D houses number 2015 7548.4	7548.4				
		Sch D houses number 2016 7674	7674				
		Sch D houses numbers 2017 7774.1	7774.1				
		Scd D house numbers 2018	7839.6				