

CLEVEDON TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, ON WEDNESDAY 27TH MAY 2015 AT 7.30PM

Present: Councillor C Francis-Pester Committee Chairman
 Councillors, C. Blades, J. Geldart, G. Hill, J. Middleton, J. Norton-Sealey, D. Shopland, G Watkins, J. West,
 In attendance Ms P. Heath Town Clerk, Cllr D Flint

FGP 15/495 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors, N. Barton (no reason given) J. Cook (work commitment), C. Hall (work commitment), T. Morgan (family commitment)

FGP 15/496 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest for items on the agenda

FGP 15/497 ELECTION OF VICE CHAIRMAN

Proposed by Cllr Hill, Seconded by Cllr Norton-Sealey and **RESOLVED** by 6 votes to 2 that Cllr Jon Middleton is elected as Vice Chairman of the committee for the 2015/2016 year.

FGP 15/498 RECEIVE AND APPROVE THE MINUTES OF PREVIOUS COMMITTEE MEETINGS

The minutes of the Finance & General Policy Committee meetings held on 25th March 2015 and ratified by Council on 22nd April 2015 were accepted and signed by the Chairman as a true record.

The Minutes of the Finance & General Policy Meeting held as part of the ASM on 18th May 2015 were agreed and signed by the Chairman as a true record.

<u>PART 1</u>

FGP 15/499 RECEIVE FOR APPROVAL AND RECOMMENDATION TO COUNCIL OF THE ANNUAL ACCOUNTS TO 31ST MARCH 2015 FOLLOWING INTERNAL AUDIT

Proposed, seconded and **RECOMMENDED** to **COUNCIL** that the annual accounts to 31st March 2015 are approved subject to external audit.

FGP 15/500 CHAIRMAN ITEMS FOR INFORMATION ONLY

FGP 15/_____ Councillors home addresses

The Chairman of the Committee explained that several Councillors had raised issues relating to the non-inclusion of Councillors home addresses on the web site and the Newsletter. It was noted that no authority had been obtained from the Council to use the Town Council office as contact address for Councillors as this could increase the work load on the office.

It was agreed to seek confirmation from Council and place on record the formal position of the council on this matter.

Proposed, seconded and **RECOMMENDED to COUNCIL**: that Clevedon Town Council confirms the policy that Councillors home contact details are shown on all relevant Town Council documentation and communication in line with the Councils requirement under openness and transparency.

As this had not been shown on the agenda it will be listed as a part 1 item.

PART 2

FGP 15/501 RECEIVE AND AGREE THE FGP COMMITTEE BUDGET 2014/2015.

Members received and noted the finance papers that had been circulated with the agenda.

FGP 15/502 ELECT MEMBERS OF THE FOLLOWING SUB COMMITTEES/WORKING GROUPS

Staffing (3 plus Chairman of the Committee)

Proposed, seconded and **AGREED** that the Staffing Committee would be Cllr Middleton, Cllr Hill, Cllr West with the FGP Chairman; the Chairman of Council sits as ex-officio on the this subcommittee unless the meeting is of a discipline or grievance nature when as per the Councils set procedure the Chairman of Council is the final appeal.

Members of the staffing appeals committee (3 plus Vice Chairman of the Council)

Proposed, seconded and **AGREED** that the Appeals panel should be Cllr Blades, Cllr J. Norton-Sealey with Cllr Geldart as Vice Chairman of Council. It was **AGREED** to appoint a 3rd member at the next FGP Meeting.

FGP 15/503 RECEIVE THE INTERNAL AUDITORS REPORT AND APPROVE PAYMENT OF HONORARIUM.

Members received and noted the internal Auditors report, the recommendations being passed to the appropriate committee.

Proposed, seconded and **RESOLVED** to pay the honorarium for the internal audit at £200 and to request that the Internal Auditor is retained for 2015/2016 financial year.

FGP 15/504 CONFIRM ANNUAL SUBSCRIPTIONS

Having explained the annual subscriptions listed on the agenda it was proposed, seconded and **AGREED** to confirm the annual subscriptions. It was noted that the AVALC/NALC subscription would be reviewed in November as per minute no .FGP 15/471

FGP 15/505 CONFIRM UTILITY BILLS PAID BY DIRECT DEBIT.

Proposed, seconded and **AGREED** to confirm the annual Direct Debit Payments as listed on the agenda.

FGP 15/506 RECEIVE SMALL GRANTS CRITERIA AND AGREE TIMETABLE FOR ALLOCATION OF SMALL GRANTS.

The background to small grants was explained. Members discussed the criteria and the following amendments were proposed and **AGREED**.

By 6 votes to 2 criteria no 10 was altered from "Please note that priority will be given to local organisations in the distribution of available funds" to "Please note that grants will only be given to Clevedon organisations"

It was **AGREED** to add a new criteria item "That any funding award (or part funding) made by the Council will be repaid if:-The organisation is found to be in breach of the conditions Or the facilities cease before completion of the scheme/project for which the purpose of the funding was given" this had previously only been part of the declaration that all applicants had to sign.

Members approved the timetable as circulated.

FGP 15/507 DISCUSS TIME TABLE AND PROCEDURE FOR NAMED GRANTS (GRANTS NORMALLY AGREED FOR A 3 YEAR PERIOD)

Members noted and approved the timetable as circulated. It was reiterated that the 2015/2016 financial year was the last year in all of the Named Grants 3 year agreement.

FGP 15/508 RECEIVE NOTIFICATION OF REVIEW OF FINANCIAL REGULATIONS, FINANCIAL RISK ASSESSMENTS AND INTERNAL AUDIT PROCEDURES AT 22ND JULY 2015 MEETING; AND AGREE FORMAT OF THE REVIEW.

Members noted that the bi-annual review of the Financial Regulations, Risk Assessments and Internal Audit Procedures would be at 22nd July 2015 meeting, the documents which are in the black file would not be circulated again. It was **AGREED** that **ALL** members would have the ability to suggest specific alterations; these are to be given to the Town Clerk by 30th June 2015 for compiling in a master document for member consideration. The Committee will then consider the documents on a by exception basis.

FGP 15/509 AGREE AT WEB SITE CONTENTS REVIEW

It was noted that sections of the web site dealing with Clevedon had been transferred over from the original web site and needs checking and updating. The areas to be considered were given to Cllr Geldart & Cllr Hill who would undertake the review and report back to the next Committee meeting.

FGP 15/510 TO DETERMINE PART I AND PART II ITEMS.

Part 1 items are agenda item no 7 the approval of the accounts and Agenda item no 15 a late item raised under Chairman's information as this hadn't been detailed on the agenda,

Meeting closed at 8.15 pm

CHAIRMAN DATE

fgp 27th may 2015

Subject to ratification by Council and Committee

16 June 2015