

CLEVEDON TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES 44 OLD STREET ON WEDNESDAY 11TH JULY 2018 AT 7.30PM

Present: Committee Chairman Cllr G. Hill
 Cllrs N. Barton, B. Cherokoff, C. Francis-Pester, L. Little, J. Middleton, K. O'Brien, D. Shopland, G. Watkins, J. West
 Ms Paula Heath Town Clerk,

FGP 18/811 RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors L. Fone, J. Geldart, T. Morgan, J. Norton-Sealey.

FGP 18/812 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest for items on the agenda

FGP 18/813 RECEIVE THE MINUTES OF PREVIOUS COMMITTEE MEETING

The minutes of the Finance & General Policy Committee meeting held on 23rd May 2018 and ratified by Council on 27th June 2018 were accepted and signed by the Chairman as a true record.

FGP 18/814 RECEIVE THE MINUTES OF THE MEETING HELD ON 16TH MAY 2018

These had been presented at the Council meeting on 27th June 2018 and returned to the Committee to amend to show Cllr Hills nomination twice on the evening. An amended copy of the minutes had been circulated with the agenda showing Cllr Hill was nominated first but refused the nomination. Cllr Watkins proposed, seconded by Cllr Barton that the order of nomination on the evening had been Cllr Francis-Pester and then Cllr Hill. The Town Clerk explained that the minutes were drawn up from the notes made at the meeting and that the notes showed that Cllr Hill was nominated but refused the nomination and then Cllr Francis-Pester was nominated; the Committee Chairman agreed to reverse the order without taking a vote.

It was agreed by the Committee Chairman to include the words "and then" after "; this was agreed" in the 4th paragraph.

The amended minutes were then agreed and signed by the Committee Chairman.

FGP 18/815 RECEIVE THE FGP COMMITTEE BUDGET/ACTUAL SPREADSHEET 2018/19

Members noted the accounts sheets that had been circulated with the agenda, after clarifying explanation had been given re Grants and IT budget.

FGP 18/816 AGREE MEMBERSHIP OF THE SUB COMMITTEES REPORTING TO FGP COMMITTEE

18/816.1 Staffing Committee

Proposed by Cllr Shopland, seconded by Cllr Francis-Pester and **AGREED** by 9 votes to 0 that the staffing committee membership should be altered to the 5 Standing Committee Chairmen. The Chairman would be ex-officio and the Committee would have the option to co-opt any professional advice should it be required.

18/816.2 Appeals Committee

Proposed, seconded and **AGREED** that to comply with the Councils Grievance and Discipline procedures the Appeal Committee should be drawn by ballot from those Councillors not on the FGP Committee.

18/816.3 IT Working Group

Proposed, Seconded and **AGREED** that the IT committee should be B. Cherokoff, N. Barton, C. Francis-Pester, C. Starr, G. Hill

FGP 18/817 RECEIVE THE INTERNAL AUDITORS REPORT

A copy of the Internal Audit was circulated with the agenda. Members accept and noted the report. Members discussed the comment made concerning the telephone bills and appreciated the increased use of mobiles, it was confirmed that the office where possible will use land line numbers.

Proposed, Seconded and **AGREED** to pay the honorarium to the Internal Auditor

FGP 18/818 RECEIVE AN UPDATE ON THE REVIEWED STANDING ORDERS

The Committee Chairman explained that the working group had only met once further meetings were arranged for 2nd & 8th August at 7pm. Members were asked if they have any requests to alter or amend the wording in standing orders to notify the Committee Chairman or the Town Clerk prior to these meetings.

FGP 18/819 RECEIVE AN UPDATE ON THE REVIEWED FINANCIAL REGULATIONS

The Committee Chairman reported on the first meeting of the working group, which looked at Financial Regulations. The Draft regulations and Standing Orders will be discussed by the FGP committee at a future meeting before being presented to Council for ratification.

FGP 18/820 RECEIVE UPDATE RE DATA PROTECTION OFFICER

The Town Clerk explained the current situation re the Data Protection Officer and the measures being taken by the other Town Councils. Following a discussion, it was **AGREED** to approach NSC to act as the Data Protection Officer but ask, in light of the legal uncertainties, could the payments be staged.

FGP 18/821 RECEIVE UPDATE ON IT UPGRADE

The Town Clerk reported on the IT upgrade which has been completed. Mailplus account has been set up for all councillors in line with Councils agreement. Members expressed concern about the slowness of accessing the information; the Town Clerk would establish the cause. It was **AGREED** that Mr Redfern be asked to hold training session on the system and provide 1 -2 -1 sessions.

FGP 18/822 DISCUSS THE EMPLOYMENT OF TOWN ORDERLIES

It was **AGREED** that this item be deferred until Cllr Morgan produces a business plan to explain his concept concerning Town Orderlies.

FGP 18/823 CHAIRMAN ITEMS FOR INFORMATION ONLY

There were no chairman's items for information.

FGP18/824 DETERMINE PART I AND PART II ITEMS.

There is no part 1 items

Meeting closed at 8.02pm

CHAIRMANDATE

DRAFT MINUTES TO BE RATIFIED BY THE COMMITTEE AND COUNCIL