

CLEVEDON TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN
THE COUNCIL OFFICES, 44 OLD STREET, ON WEDNESDAY 28TH SEPTEMBER 2011
AT 7.30 PM.

Present: Councillor C Francis-Pester Committee Chairman
 Councillor, C Blades, B. Garner, J Geldart, Cllr C. Hall, G. Hill, J Middleton, T
 Morgan, D Shopland, C. Wring.
 Town Clerk – Ms P. Heath,

FGP 11/163 APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Cllr Little (family commitment), (, & Cllr J. Norton-Sealey (other commitment)

FGP 11/164 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest for items on the agenda

FGP 11/165 MINUTES OF THE PREVIOUS MEETING

The minutes of the Finance & General Policy Committee meetings held on 3rd August 2011 and ratified by Council on 7th September 2011 were accepted.

PART 1

FGP 11/166 RECEIVE, DISCUSS AND AGREE RECOMMENDATIONS FROM THE IT WORKING GROUP, AGREE ACTION PLAN/BUDGET REQUEST.

A copy of the recommendations from the IT working group had been circulated with the agenda; members noted and **AGREED** the recommendations. Members thanked Mr Geldart for his assistance

Proposed seconded and **RECOMMENDED** that Clevedon Town Council undertakes the recommendations from the IT working group (shown below) in the current financial year up to a budget of £5000.

Working group recommendations from the report

Hardware

To purchase 3 stand computers, 1 lap top with a suitable specification/price ratio around 4gb memory with soundcard and graphics, memory card reader. Windows 7.

Software

To purchase or download office packages –Microsoft Office 2010.

Accounts Package

To continue to use RBS Omega accounts package, which is sector, designated.

Broadband –

To change to BT,

Telephone system

To continue with BT Office telephone package

Email:

To provide Outlook or similar for email management

Web Site and Domain Name

To keep provision of Web Site at BT and Domain name at CSC as current

Security

To continue with AVG online security
To purchase "Drop Box" access systems

For Hirers

To purchase a wireless router provision to provide WI FI connection for hirers and Planning meetings.
To purchase a projector which can be hard line attached to lap tops

PART 2

FGP 11/167 TO RECEIVE AND DISCUSS THE CURRENT FINANCIAL STATEMENT AND BUDGET SHEETS

A copy of the financial spreadsheet was circulated with the agenda, discussed and noted.

FGP 11/168 RECEIVE MINUTES FROM SPECIAL MEETING HELD ON 12TH SEPTEMBER

The minutes of the Finance & General Policy Committee meetings held on 12th September 2011 were agreed and signed as a true record by the Chairman.

FGP 11/169 SET UP WORKING GROUP TO CO ORDINATE WITH NSC THE TYPE OF PLANTS FOR PERMANENT PLANTED BEDS.

Copy of the minutes had already been sent to NSC indicating the beds Clevedon Town Council wished to take over and with comments concerning some of the beds that NSC were retaining for planting. Cllr Knott had had a meeting with some of the officers following a decision at TEA concerning the state of the current beds, but a more formal meeting would be held between the NSC landscape officers and the working group to agree the plans offered by NSC and any suggestions within the financial constraints on the Council. The Town Clerk informed Members that a meeting had been set up with the officers to establish the criteria and limits on the suggestions.

It was **AGREED** that the working party would be Cllr Middleton, Cllr Wring from FGP, Cllr Knott from TEA (due to cross over of the committees on some aspects of the discussion) and the Town Clerk.

Tubs – NSC would provide a plan of which tubs are included these the Committee agreed would need to be inspected to ascertain their viability and condition.

It was **AGREED** to obtain the costs for the beds and to advertise that sponsorship was available once the cost is known. Members were concerned that the cost of planting and maintaining the beds taken over by Clevedon Town Council would not also be included in NSC overall cost for open spaces, thereby creating a double taxation on the residents of Clevedon.

FGP 11/170 DISCUSS THE PLANTING OF ALEXANDRA GARDENS IN 2012 TO COMMEMORATE THE DIAMOND JUBILEE

Members **AGREED** that Clevedon Town Council should mark the Jubilee and decided to defer this item pending the requests to residents as to ideas on how this should be done.

The Town Clerk to investigate what if any grants are available for the marking of the Jubilee.

FGP 11/171 RECEIVE UPDATE ON CLEVEDON CLOCK TOWER LIGHTS

Following investigation the meter and time clock for the lights has been identified. The Time clock, which is an old version, would be reset.

FGP 11/172 RECEIVE UP DATE OF THE BUSINESS SURVEY- ATTACHED, AND AGREE DETAILS/BUDGET FOR A TRADERS MEETING

Copy of the summary and responses was circulated with the agenda. Members noted the responses.

A meeting with the traders was set for 20th October 7pm at Hands Stadium, who were providing the room free of charge. Following a discussion on sponsorship, 3 individuals have agreed to sponsor the refreshments on the night.

It was **AGREED** to invite the Town Centre Traders, those covered by the survey, plus a special invitation to Morrison, Tesco, and Asda, the invitations being hand delivered by Councillors. The aim of the meeting being to:-

- respond to some of the points raised with factual explanations as to what, if anything, is within NSC or Clevedon Town Council ability;
- to facilitate a discussion between the traders as to what they are able to do in respect of their premises, opening hours, supporting events;
- and to facilitate the traders taking a more active role in either the Chamber of Commerce or similar organisation.

FGP 11/173 DISCUSS AND AGREE SHOPPERS SURVEY/ EMPLOYEES SURVEY AND AGREE WAY FORWARD

A Copy of the survey and suggestions had been circulated by email to Councillors. It was **AGREED** to raise this at the meeting on the 20th and seek the views of the traders. Members were supportive of the suggestions to target local large employers and shoppers outside the town centre.

FGP 11/174 CHAIRMAN ITEMS FOR INFORMATION ONLY

There were no Chairman's items for information

FGP 11/175 TO DETERMINE PART I AND PART II ITEMS

Agenda item 11 IT working group budget.

The meeting finished at 8.57pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date