

CLEVEDON TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN
THE COUNCIL OFFICES, 44 OLD STREET, CLEVEDON ON WEDNESDAY 10TH
MARCH 2010 AT 7.30 PM.

Present: Councillor C Francis-Pester (Committee Chairman)
Councillors C. Blades, C. Hall, J Middleton, T. Morgan, J Norton-Sealey, D
Shopland, G Watkins, & C. Wring
In attendance – Cllr L Knott
Town Clerk – Ms P. Heath,

FGP 10/18 APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Cllr B. Garner (other commitment).

FGP 10/19 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA.

There were no declarations of interest for items on the agenda.

FGP 10/20 MINUTES OF THE PREVIOUS MEETING

The minutes of the Finance & General Policy Committee meetings held on 13th December 2010 and ratified by Council on 24th February 2010 were accepted.

<u>PART 1</u>

FGP 10/21 GRANT FUNDING APPLICATION FROM NSC RANGERS SERVICE FOR YEAR 2010/2011

Members discussed the application from NSC Rangers for “family fun days” and “bandstand” .It was proposed, seconded and **RECOMMEND** that the Town Council award a grant of £3000 to the NSC Rangers towards the cost of both projects.

FGP 10/22 [FGP10/13] REVIEW STANDING ORDERS IN RESPECT OF COMMITTEE MEMBERSHIP AND PRIOR TO THE ANNUAL STATUTORY MEETING.

Copies of the relevant standing orders were circulated with the agenda. The following **RECOMMENDATIONS** were made, (*due to Standing order 83 these would be presented to 21st April Council meeting but not discussed and agreed until 16th June meeting.*)

1.2 The wording “or in any Council premises” be amended to “or its committees”
43 the wording “non-voting” be amended to “voting”

<u>PART 2</u>

FGP 10/23 TO RECEIVE AND DISCUSS THE CURRENT FINANCIAL STATEMENT AND BUDGET SHEETS

Members received and noted the current financial spreadsheets showing the expected outturn against budgets. In response to a comment, it was confirmed that the bank accounts were monitored and would be transferred to another bank if financially viable; the financial viability being judged as to the cost of administration to change against any cost savings.

It was **AGREED** that Cllr Hall and the Town Clerk would provide a report to the next committee meeting on the forthcoming twinning events and expected cost.

ACTION CLLR HALL, THE TOWN CLERK

FGP 10/24 [FGP10/09] RESPONSE FROM CLEVEDON PRIDE RE GRANT APPLICATION

Members received and noted the response, which stated Clevedon Pride did not wish to proceed with the grant application.

The Committee Chairman reported that a meeting had been held with Clevedon Pride and Hill Road Traders concerning Christmas Lights. Clevedon Pride would continue with its current lighting scheme funding and may extend to Old Church Road, if they obtain more donations, but would not impinge on the Town Council's organised display.

FGP 10/25 [FGP 10/10] UPDATE ON THE WEB SITE MANAGER AND VIEW DRAFT PROPOSALS

The Committee Chairman, The Committee Vice Chairman and the Chairman of the Council as per FGP10/10 discussed the quotations and proposals received it was agreed to accept Imagine IT proposals to design the web site with a control panel, which would enable direct control to be maintained by the office. The new web site would be operational by end of March.

FGP 10/26 THE COST OF TWINNING EVENT OF £268 TO BE REIMBURSED TO THE CHAIRMAN'S ALLOWANCE FROM COUNCIL RESERVES.

Following a discussion, it was agreed that twinning event should be paid for by the Council as part of its civic duty.

FGP 10/27 [FGP10/14] CREATE GRANT CRITERIA FOR GRANTS TO NATIONAL BODIES

Following a lengthy discussion it was proposed, seconded and **AGREED** that the following be added to the grant criteria "please note that priority will be given to local organisations in the distribution of available funds"

FGP 10/28 GRANT CRITERIA AND APPLICATION FORM; DATES & PROCEDURES GRANT REQUESTS.

Members confirmed the grant criteria, with the above amendment, and the application form. The deadline for applications will be 16th April 2010; each member of the Committee will receive their packs at the Council meeting on 21st April for the next Committee meeting on the 5th May. Members were requested to ensure they asked any relevant questions prior to the meeting.

FGP 10/29 GRANT REQUEST FROM CLEVEDON PIER TRUST

Members noted that the Chairman and Treasurer had not attended the meeting. It was agreed to defer this item to the 5th May meeting

FGP10/30 RELEASE OF EARMARKED FUNDS FOR CLEVEDON COMMUNITY ASSOCIATION

Members discussed at great length the Community Centre and the historic problems of the maintenance. Members requested that the Community Association obtain quotations to repair the damage roof and submit these with a request to release the earmarked funds in time for the application to be considered at the 5th May meeting.

FGP 10/31 DETAILS OF THE SPECIAL GENERAL MEETING OF ALCA AND ITS REVISED SUBSCRIPTION PROPOSAL.

Members noted the Special General Meeting called by ALCA, The Town Clerk and the Chairman of the Council should attend the Special General Meeting and put forward the view that as AVON no longer exists the County Associations should revert to the County Boundaries.

FGP 10/32 DETAILS OF ALL STAFF MEMBERS TIME OF IN LIEU AND HOLIDAY OUTSTANDING

The Town Clerk reported that members of staff would have Time of in Lieu outstanding plus holidays at 31st March 2010. It was agreed that the staff members could transfer a maximum of 5 days holiday from 2009/10 holiday year to 2010/11 holiday year any days over and above that not taken by 31st March 2010 would be written off. All TOIL would be transferred into the new financial year, staff members would ensure this would be taken at a convenient time as soon as possible.

FGP 10/33 TO RECEIVE, DISCUSS AND MAKE RECOMMENDATION TO THE ENVIRONMENT & PROPERTY COMMITTEE ON THE OFFER TO PURCHASE 42 OLD STREET.

A copy of the sales valuation had been circulated with the agenda. It was proposed, seconded and **RECOMMENDED** to the Environment & Property that as a policy No. 42 is not sold and all future requests refused.

FGP 10/34 CHAIRMAN ITEMS FOR INFORMATION ONLY

There were no Chairman's items for information.

FGP 10/35 TO DETERMINE PART I AND PART II ITEMS

It was agreed that agenda item 10 the grant for NSC as it is over £1000 be a part 1 item, also the amendments to standing orders in agenda item 17.

FGP 10/36 TO RECEIVE A VERBAL REPORT ON THE ANNUAL APPRAISAL OF THE TOWN CLERK AND DISCUSS ANY ISSUES ARISING

The Town Clerk left the meeting

The Members received and discussed the verbal report from the Committee Chairman and the Chairman of the Council on the Town Clerks appraisal held on 25th February 2010.

The Town Clerk returned to the meeting and informed of the above.

The Members thanked the Town Clerk for the work involved with the changes implemented over the past year. It was **AGREED** to review the role and job description of the Committee Clerk Mrs Johnson in view of her increased responsibilities within the Council structure.

The meeting finished at 9.37 pm with Members approval

APPROVED AS A TRUE RECORD

CHAIRMAN Date