

CLEVEDON TOWN COUNCIL

Minutes

Minutes of a Meeting (commenced at 7.30pm) of **Clevedon Town Council** held at the **Council Offices 44 Old Street Clevedon** on Wednesday **29th May 2024** when the following business was transacted.

PRESENT Chairman of the Council – Cllr C Blades together with Councillors - N Barton, B Culblait, A Everitt, C Francis-Pester, A Gardner, A Goodliffe, C Lord, T Morgan, K O’Brien, D Shopland, R Westwood & H Young.
Members of the Public – 1

7.30pm – Formal Business

1743 To receive and approve apologies for absence

Apologies were received and **APPROVED** from Cllr A Goodliffe (unwell)

1744 To receive declarations of interest for items on the agenda

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

1745 To receive and ratify the minutes of the Council meeting dated 24th April 2024

A Committee member asked why the Staffing Committee minutes were not on the Council agenda, as there are several urgent matters to discuss, i.e., the resignation of the Acting Proper Officer, the Locum Responsible Financial Officer and the Town Clerk recruitment and job advertisement.

The Vice-Chairman confirmed that he was to blame for the short agenda to support the Council meeting this time and that all matters regarding Staffing, The Barn, and Village Hall will be discussed during the June 2024 Council meeting.

Proposed, Seconded and **APPROVED** the 24th April 2024 minutes which were signed as a true copy by the Chairman.

1746 To receive and agree to the insurance renewal quotation which expires on the 31st May 2024 and to decide whether to renew for a period of one year or three years

The Council members debated the insurance renewal and the one quote received. The Council Clerk had contacted three other insurance companies and for various reasons given, the companies were not able to quote on this occasion, but the Council would look to contact them again when the insurance is up for renewal.

Council members debated whether to renew for one year or three. It was confirmed to be cheaper to renew on a three year basis and that the Council works towards the local council award scheme which gives a discount to Councils who achieve either a Bronze, Silver or Gold status.

To renew for three years would also reduce the administration time and premium cost.

Proposed, Seconded and **AGREED** by 6 votes to 5 against, to renew the Council insurance for one year at a cost of £7,948.95. The FG02 endorsement was exercised during the vote.

Proposed, Seconded and **AGREED** by all Councillors, to include the Cyber Attack premium to the policy at a cost of £405.25 for the year. During the vote the FG02 endorsement was exercised.

To be ratified at Full Council on 26th June 2024

1747 To receive an update concerning the unpaid room hire invoice from December 2023 and decide if further action is required

The Chairman of Council, agreed to discuss the item during public session, with the agreement that the debtors details are not be divulged for Data Protection reasons.

The Council Clerk explained that since the last Council meeting, a letter had been submitted to the debtor asking for payment by instalments. The instalment amounts were set lower than the first arrangement, to commence from May 2024 and be paid in full by March 2025.

The Council Clerk confirmed the debtor had accepted the instalment arrangement, however, to date no payment has been received.

RESOLVED: that the Council Clerk write to the debtor with a final notice before legal action.

1748 Planning

1748.1 To receive and ratify the minutes of the 1st May 2024 Committee meeting

RESOLVED: that the minutes of the 1st May 2024 were approved.

1749 Finance & General Policy

1749.1 To receive and ratify the minutes of the 15th May 2024 Committee meeting

RESOLVED: that the minutes of the 15th May 2024 were approved.

1750 To receive the Chairman’s report

The Chairman of Council asked for Councillors to accept the Council Clerk’s resignation letter, following her announcement at the last meeting that she wishes to leave the Council at the end of July 2024, so support her employment contract being three month’s notice must be given.

The Chairman of Council confirmed that he would write to the Council Clerk to confirm acceptance.

Action – Chairman of Council

Meeting closed at 8.28pm

CHAIRMAN DATE

To be ratified at Full Council on 26th June 2024