

CLEVEDON TOWN COUNCIL

Minutes

Minutes of a Council Meeting of Clevedon Town Council held at the Council Offices 44 Old Street Clevedon which commenced at 7.30pm on Wednesday 31st July 2024. The following business was transacted.

PRESENT Chairman of the Council – Councillor C Blades together with Councillors -, N Barton, A Everitt (until agenda item 1775), C Francis-Pester, A Goodliffe, K O’Brien, D Shopland and R Westwood.

Locum Town Clerk – Tony Jay

Members of the Public – 8

Prior to the meeting commencing members of the public spoke about the following:

- The staffing situation at the Town Council.
- The updating of the council’s Honours Board.
- The co-option of new Town Councillors.
- The council’s insurance cover.

1769 To receive and approve apologies for absence.

It was resolved to approve apologies from Councillors B Culbraith, C Lord, T Morgan and H Young.

1770 To receive declarations of interest for items on the agenda.

There were no declarations of interest.

1771 To receive and approve the minutes of the Council meeting dated 26th June 2024 – attached.

It was resolved that the minutes of the meeting held 26th June 2024 are approved and were signed during the meeting. This includes the minutes of the confidential section of the meeting.

1772 To note and consider the content of the Annual Internal Auditor’s Report for 2023-2024 to the Full Council.

The contents of the report were considered and noted.

The Clerk will thank the internal auditor for her services. He confirmed that the internal auditor is not prepared to continue as internal auditor for the 2024-25 financial year. The appointment of a new internal auditor will be considered at the next meeting of the Full Council.

1773 To receive and approve the Annual Governance Statement 2023-2024.

It was resolved to approve the Annual Governance Statement. The Chairman and the Locum Town Clerk signed the statement.

1774 To receive and approve the Annual Accounting Statement 2023-2024.

It was resolved to approve the Annual Accounting Statement. The Chairman signed the statement, along with the declaration that there are no conflicts of interest between Clevedon Town Council and the external auditors BDO LLP.

To be ratified at the next Full Council meeting

- 1775 To note the appointment of Tony Jay as Clevedon Town Council clerk.
The appointment of Tony Jay as Town Clerk was considered.
- It was resolved to appoint Tony Jay as Town Clerk. His employment in the role will commence on 1st September. In the meantime, he will continue as a Locum Town Clerk.
- Following this resolution Councillor A. Everitt resigned from the council and left the meeting.
- 1776 To consider and approve the purchase of an annual subscription to the Scribe Accountancy and Allotment Management system.
It was resolved to purchase an annual subscription to the Scribe Accountancy system for 2024-25, but to defer the purchase of the Scribe allotment package until April 2025.
- 1777 To note the engagement of the services of a Locum Responsible Financial Officer.
The Staffing Committee had granted the Chairman of the Staffing Committee and the Locum Town Clerk authority to appoint a Locum Financial Officer at its meeting held on 16th July.
- It was noted that the Staffing Committee Chairman and Locum Town Clerk have approached a local Parish Clerk and Responsible Financial Officer, Sally Diaz, who has agreed to be the Town Council's Locum Responsible Financial Officer at the rate of £18.65 per hour. Ms Diaz's remit will be to create the new financial year on the accountancy system, and to input the invoices paid since April 2024 onto the system.
- 1778 To receive and confirm the recommendations of the Finance and General Policy Committee to change the Town Council's website provider to Parish Council Websites.
It was resolved to confirm the change of website provider.
- 1779 To receive and confirm the recommendations of the Finance and General Policy Committee to adopt a Document and Data Retention Policy.
It was resolved to adopt a Document and Data Retention Policy, as previously circulated..
- 1780 To review and agree the budget heading amounts for 2024-2025 financial year.
It was resolved to approve the budget heading amounts as listed in the previously circulated spreadsheet.
- 1781 To consider a request from the Clevedon Community Lights Group for a donation of £15,000 towards the cost of the 2024 Christmas light display in the town.
It was resolved not to give a donation to the Clevedon Community Lights Group.
- 1782 To consider and agree a request from the Land Yeo Friends for the Town Council to write a letter to North Somerset Council regarding the problems of flooding in the town.
Standing orders were suspended, and a member of the Land Yeo Friends addressed the meeting outlining the reasoning behind the request.
- Standing orders were reinstated.
- It was resolved that the Council will write to North Somerset Council. Councillor Westwood agreed to finalise the content of the letter.

To be ratified at the next Full Council meeting

- 1783 To consider a report listing requests for expenditure from the Climate Emergency Working Group. It was resolved that the Town Council will finance the list of expenditure as contained in the pre-circulated list, which totals £13,000.

Moving forward, the Climate Emergency Working Group will contact the Town Clerk whenever they wish to finance some of the agreed items, up to the total allocated amount of £13,000.

- 1784 To receive an update regarding The Barn.
Meetings have been held with the management of The Barn. The Chairman will be explaining options at the next meeting of the Full Council.

- 1785 To receive the Clerk's report.
The Clerk thanked the Councillors for appointing him to the position of Town Clerk. He stated that he was greatly looking forward to working with the Councillors and residents of Clevedon.

Following the last council meeting Councillor A Gardner has resigned from the Town Council, and as Councillor A Everitt has now also resigned this means that there are nine vacancies on the Town Council. Legally, the council must fill these vacancies by co-option as soon as practicable, so applications from suitably qualified persons are invited, and will be considered at the next meeting of the Full Council, and at subsequent meetings until such time that all vacancies are filled.

- 1786 To receive the Chairman's Report.
The Chairman and his wife have been invited to visit Clevedon's twin town of Ettlingen. He has not yet accepted this invitation, but if he does then he intends to finance it from the Chairman's Allowance budget.

- 1787 To receive information from Clevedon North Somerset Councillors relating directly to Clevedon.
There was no information given to the meeting.

- 1788 To resolve to exclude members of the public and the press for the following agenda items as it is likely that there would be disclosure to them of exempt information as specified in Schedule 12A (as amended) of the Local Government Act 1972.

The following items will be discussed under s.1(2) Public Bodies (Access to Meetings) Act 1960 due to the confidential staffing issues discussed.

It was resolved to exclude the members of the press and public.

- 1789 To agree the terms of the Town Clerk's contract of employment.
It was resolved to agree the terms of the new Town Clerk's contract, as previously circulated.

- 1790 To consider an amendment to the contract of a member of staff.
It was resolved to amend the Caretaker's contract to include cleaning duties at The Barn. This will be an increase of six hours per week.

- 1791 To consider and approve the arrangements for the recruitment of a Deputy Town Clerk.
It was resolved to delegate authority to the Staffing Committee as follows:

- To agree the details of the recruitment process for a new Deputy Town Clerk. This will include details of Salary, Hours of Work, Job Description, Person Specification and the advertising of the position.
- To make the arrangements for the temporary appointment of one of the existing staff members into the position of Temporary Deputy Town Clerk until a new permanent appointment is made.

To be ratified at the next Full Council meeting

- To make the arrangements for the engagement of the services of a temporary office administration assistant to cover the duties of the Temporary Deputy Town Clerk.

The date of the next meeting is to be decided. The meeting closed at 9.25pm.

To be ratified at the next Full Council meeting

The Council must adhere to insurance policy endorsement regulation number – FG02 – Specific Person Exception, policy wide, Section 5, Fidelity Guarantee, Exclusions & Section 8, Officials Indemnity, Exclusions: A & B.