

**CLEVEDON TOWN COUNCIL****FINANCE & GENERAL POLICY CTTE**

Minutes of the Finance & General Policy Committee meeting held in the Council House, 44 Old Street, Clevedon on Wednesday, 22 August 2007 at 7.30pm.

Present: Cllr P Gannicliff - Committee Vice-Chairman, in the Chair. Cllrs C Francis-Pester from 8.25pm, R Garner, L Little, P McNeill, T Morgan, G Morris, D Shopland, G Watkins.

In Attendance: Cllr D Hendra

Apologies: Cllrs J Norton-Sealey - prior commitment, C Wring - family commitment.

7.30 pm INFORMAL BUSINESS – CCTV CLEVEDON

Mr Chris Harrison, NSC CCTV Manager, had been invited following his request for a contribution from the Town Council towards the cost of changing the 10 Clevedon CCTV cameras over to digital recording. He had obtained a quotation of £1,000 per camera = £10,000 for the Clevedon cameras. Mr Harrison reported the Weston cameras had changed to digital 2 years ago and it was hoped Clevedon, Nailsea and Portishead could change from VHS tape recording (it is also getting increasing difficult and expensive to obtain VHS tapes) to digital. The other advantages being;

- Will no longer be the need for the Police to have to make two journeys if there is captured evidence on VHS, due to time taken to reproduce copies. Police and CCTV Operators currently taken away from their beats and monitoring cameras.
- Some degradation in quality with VHS tapes and VHS tapes are not normally removed until the 24 hr period of use has been recorded. As digital evidence is recorded it can be passed to the Police immediately.
- Police looking to install ANPR (automatic number plate recognition) channelled through the Monitoring Station to the Police who will hold the databases. In areas of the country where ANPR cameras are used crime has reduced by 28%. The Police are contributing funding to this.

Members made various observations;

- While a greater Police presence in the Town was a priority, it was felt £10,000 is a small sum compared to the salary of additional Police Officers.
- Previous CCTV Manager had promised a link between the NSC CCTV Station and the Police HQ at Taunton. *Mr Harrison reported 4 years ago the cost of this link had been £36,000 then £6,000 pa. Police Inspector Hunt had indicated a digital link would be preferred as this could be sent to the Police located in the WSM Police Station.*
- Possibility of transferring VHS tapes onto digital format. *Mr Harrison indicated this would be very time consuming - 3hours to put a 3 hour VHS tape onto DVD.*
- Enquiries on the accuracy of Police databases.

Councillors who had visited the Station recently were impressed with the image quality. Mr Harrison invited members who had been unable to visit the CCTV Monitoring Station to arrange a visit. **8.00pm FORMAL BUSINESS**

FGP/07/32 MINUTES The minutes of the Finance & General Policy Committee meeting held on 4 June 2007 were approved as a true record and signed as such by the Chairman.

FGP/07/33 DECLARATIONS OF INTEREST - None were made.

Min No		Action
<b>Part 1 items - DECISIONS REQUIRING APPROVAL BY COUNCIL</b>		
FGP/07/34	<u>CCTV CLEVEDON FGP/07/14 &amp; FGP/07/29</u> (See Informal Business above) Members generally felt if the Town Council did not contribute towards the new digital method of transmitting camera signals then NSC would, as in the past, make this a special expense on Clevedon council tax payers. <b>VOTE: 5 FOR 2 AGAINST</b> <b>RESOLVED:</b> RECOMMEND COUNCIL allocates £10,000 from General Reserves to enable upgrading of the CCTV cameras to digital system of recording	Office to action after full Council
FGP/07/35	<u>DRAFT CALENDAR OF MEETINGS FOR 2008/09</u> Circulated to all Councillors <b>RESOLVED:</b> RECOMMEND COUNCIL accepts the Calendar of Meetings 2008/09	Office to action
FGP/07/36	<u>DISABILITY DISCRIMINATION POLICY</u> - Circulated to all Councillors with the agenda Members received the draft policy document and made no amendments. <b>RESOLVED:</b> RECOMMEND COUNCIL accepts the Disability Discrimination Policy.	Office to action
FGP/07/37	<u>RACIAL EQUALITY STATEMENT</u> - Circulated to all Councillors with the agenda Members received the draft policy document and made no amendments. <b>RESOLVED:</b> RECOMMEND COUNCIL accepts the Racial Equality Statement.	Office to action
FGP/07/38 38.1	<u>NEW MODEL CODE OF CONDUCT</u> PUBLIC PARTICIPATION SESSIONS – NALC document circulated to all councillors. Council had recently adopted the new Model Code of Conduct. Paragraph 12 (2) of the revised Model Code permits councillors to make presentations, answer questions or give evidence at a council meeting even through they have a prejudicial interest, but gives Councillors with a prejudicial interest this right only if members of the public have the same rights to make representations, answer questions or give evidence at a	

FGP/07/38 38.1 cont...          38.2	council meetings. To enable parish/town councils to take advantage of para 12(2), NALC has replaced model Standing Orders (SO) 58 (62 in Clevedon Town Council's SO) and 70 (73 in Clevedon Town Council's SO) with Standing Orders 70A and 70B.  While Clevedon has a formal procedure in place for Council meetings, Committee meetings have in the past had a more informal approach – this would formalise both. <b>RESOLVED:</b> RECOMMEND COUNCIL adopts Standing Order 70A and 70B into the Town Council's SO's in place of the existing SO's 62 & 73.  REQUIREMENTS FOLLOWING ADOPTION OF NEW MODEL CODE OF CONDUCT <b>RESOLVED:</b> 1. All Councillors required to complete a new Register of Interests. 2. To place the required advertisement in the local press.	38.1 Office to action  38.2 1. Office to issue 2. Put in Newsletter
FGP/07/39	<b>IDENTITY BADGES FOR TOWN COUNCILLORS</b> Cllr Hendra asked for consideration of providing identity badges to assist Councillors when carrying out duties and visiting residents in their Wards. <b>RESOLVED:</b> RECOMMEND COUNCIL agrees to the provision of identity badges and investigate whether these can be obtained via NSC as in the past.	Office to action
FGP/07/40	<b>TOWN COAT OF ARMS</b> A request had been received from the Civic Heraldry of England and Wales for permission to include the Clevedon Coat of Arms on their website. <b>RESOLVED:</b> RECOMMEND COUNCIL agrees to the request provided it is not used to endorse any product/service and is only accessible for information.	Office to action
FGP/07/41	<b>APPOINTMENT OF EXTERNAL INTERNAL AUDITOR</b> Mr Malcolm Kingshott has audited the accounts very competently for the last five years. <b>RESOLVED:</b> RECOMMEND COUNCIL formally appoints Mr Malcolm Kingshott as Clevedon Town Council's local Independent Internal Auditor to audit the accounts for the current Financial Year ending 31 March 2008. Mr Kingshott had written thanking the Town Council for his honorarium for 2006/2007.	Office to advise
<b>Part 2 items - ACTIONS TAKEN BY THE COMMITTEE UNDER DELEGATED POWERS</b>		
FGP/07/42	<b>SCHOOL LANE FGP/07/20</b> A notice had been displayed from 2-31 August 07 requesting information to try and locate the rightful owner of the lane. <b>RESOLVED:</b> To inform NSC School Lane may be owned by the Clevedon Court.	Office to action
FGP/07/43	<b>JUBILEE COTTAGE HOMES FGP/06/50</b> Charity Commission has now requested 5 Councillors be appointed Trustees to arrange for the transfer of the Trust to Clevedon Cottage Homes. Current Cllrs Trustees - Cllrs Morris, Shopland & Wring. <b>RESOLVED:</b> To appoint Cllrs Little and Garner to make 5 Trustees.	Office to action
FGP/07/45	<b>REVIEW OF THE GOVERNMENT'S CONSULTATION POLICY</b> Deadline for comments 28 September 2007. The paper "Effective Consultation: asking the right questions; asking the right people; listening to the answers" can be viewed at <a href="http://www.cabinetoffice.gov.uk/regulation/document/consultation/pdf">http://www.cabinetoffice.gov.uk/regulation/document/consultation/pdf</a> . <b>RESOLVED:</b> No comments. Councillors may wish to respond individually.	
FGP.07/44	<b>CHAIRMAN'S CHAIN - ENAMELLING</b> Inspected and considered no repair necessary	
FGP/07/47	<b>ALCA - NOMINATIONS FOR HONORARY OFFICERS</b> No nominations made.	
FGP/07/48	<b>LAND AT HIGHDALE AVENUE</b> - Defer to Property Ctte meeting on 29 August 2007. <b>RESOLVED:</b> Ask NSC if there is any progress on identifying any other such areas.	
FGP/07/49	<b>REVIEW OF POLLING DISTRICTS AND POLLING PLACES</b> Review to ensure all electors within North Somerset have reasonable facilities for voting as practicable and to ensure polling stations are accessible to all electors. No changes proposed in Clevedon.	Noted
FGP/07/50	<b>FOR INFORMATION</b> The Committee received and noted; (1) ALCA NEWSLETTERS, (2) NALC CHIEF EXECUTIVE REPORT TO NATIONAL COUNCIL JUNE 07 (3) STANDARD COMMITTEE - Recent meetings information.	
<p>APPROVED AS A TRUE RECORD                      CHAIRMAN:.....</p> <p>The meeting finished at 8.45 pm                      DATE:.....</p>		