

CLEVEDON TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES 44 OLD STREET ON WEDNESDAY 2ND NOVEMBER 2016 AT 7.30PM

Present: Councillor C Francis-Pester Committee Chairman
 Cllrs, N. Barton, C. Blades, A. Giles-Townsend, G. Hill, L. Little, J. Middleton, T. Morgan, G. Watkins, J. West
 In Attendance, Ms Paula Heath Town Clerk

PUBLIC PARTICIPATION

Simon Talbot-Ponsonby & Phil Curme of Clevedon Pier & Heritage Trust Ltd made a presentation to the Members on the work to Clevedon Pier and the Trust's plans for the future. A short film compiled by Historic England for the Angel Awards [<https://youtu.be/Q-QECne5MTg>] was shown; The Pier project had won the 'Historic England followers and Daily Telegraph reader's award'. Visitor's numbers are increasing despite the increase in admission price with visitors coming from a wide catchment area. Members discussed the finance of the scheme and the business plan. The Trust is asking for the £5000 that had originally been requested early in 2016 min 15/560.7.

FGP 16/640 RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors, J. Cook, J. Geldart, C. Starr, D. Shopland (family commitments), C. Hall, J. Norton-Sealey (illness). Members were concerned to hear of Cllr Hall's illness and wished him a speedy recovery.

FGP 16/641 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

FGP 16/642 RECEIVE THE MINUTES OF PREVIOUS COMMITTEE MEETING

The minutes of the Finance & General Policy Committee meeting held on 7th September 2016 and ratified by Council on 17th October 2016 were accepted and signed by the Chairman as a true record

FGP 16/643 RECEIVE THE FGP COMMITTEE BUDGET/ACTUAL SPREADSHEET 2016/2017.

Members noted the accounts sheets that had been circulated with the agenda.

FGP 16/644 RECEIVE THE ANNUAL RETURN AND THE EXTERNAL AUDITORS REPORT

Members received and noted the annual return. Members discussed the two issues raised on the external auditors form. The first error was noted. The RFO explained that the Auditors own date schedule had been used to calculate the inspection dates.

FGP 16/645 AGREE APPOINTMENT OF THE INTERNAL AUDITOR

It was **AGREED** to reappoint Mr Kingshott as the Internal Auditor.

FGP 16/646 DISCUSS INFORMATION RECEIVED IN PUBLIC SESSION FROM CLEVEDON PIER & HERITAGE TRUST LTD

Members discussed the presentation made in the public session. It was proposed, seconded and **AGREED** to allocate £5000 in the 2017/18 budget request for the outreach programme as per minute no 16/560.7.

FGP 16/647 RECEIVE INFORMATION AND DISCUSS THE GRANTS APPLICATIONS DEFERRED FGP 16/632 FROM

Clevedon Pride

Members received the requested information from Clevedon Pride. Proposed, seconded and **AGREED** by 7 votes to 0 to award a grant of £500.

MV Balmoral

Members received the requested information from The MV Balmoral Trust. Proposed, seconded and **AGREED** by 8 votes to 0 to award a grant of £1000.

FGP 16/648 DISCUSS AND AGREE A PROCEDURE AND POLICY FOR THE APPLICATION AND AWARDING OF SMALL GRANTS.

A copy of the current procedures for the three types of grants had been circulated with the agenda.

Small Grants:

Following a discussion it was agreed that the procedure should be in two stages.

- Stage 1 To decide if a grant should be awarded, any grants not awarded will require a reason.
- Stage 2 To decide the amount of the award.

It was agreed to amend the criteria no 10 to read "*Please note that grants will only be given to Clevedon organisations. Any application from a national charity will require evidence that the grant is being spent in Clevedon or for the benefit of Clevedon residents*".

Named Grants

Currently no set criteria but the small grant criterion is used as a base. It was **AGREED** that the Named Grants Criteria be discussed, and agreed, at a future meeting of the Committee.

Committee Grants

There are no grants criteria for grants awarded by Committees. Members **AGREED** that in order to safe guard the Council a formal criterion should be set. This would be agreed at a future meeting along with the Named Grants Criteria.

FGP 16/649 RECEIVE REQUEST FROM CLEVEDON LEARNING TRUST FOR FUNDING OF A TRANSPORT STRATEGY AS PRESENTATION AT COUNCIL MEETING ON 17TH OCTOBER 2016

Members agreed to defer this request till the January meeting when a formal grants procedure had been agreed.

FGP 16/650 REVIEW THE MEMBERSHIP OF THE FINANCE & GENERAL POLICY COMMITTEE AS PER ASM MINUTE 16/656

Members discussed at length the makeup and membership of the Finance and General Policy Committee. The history of the committee and its membership was explained. Proposed seconded and **AGREED** by 8 votes to 0 that the Membership of the Committee would continue as

The Chairman of the Council

The Vice Chairman of the Council

The immediate past Chairman of the Council

The Chairman of all Standing Committees; Transport & Highways; Planning; Environment & Property; Town Events & Amenity and Allotments. (The list to be amended as and when required by the Council.) plus such Councillors as the Council agree as additional Members

FGP 16/651 RECEIVE MINUTES FROM IT WORKING GROUP; TO DISCUSS AND AGREE RECOMMENDATIONS MADE.

12.1 Minutes dated 30th September 2016

Members received and agreed the minutes of the IT working Group

12.2 Minutes dated 21st October 2016

Members received and agreed the minutes of the IT working Group and the recommendations contained within.

*Following a discussion on the most appropriate and cost effective way to provide every Councillor with a dedicated email address it was proposed seconded and **RECOMMENDED TO THE FGP COMMITTEE** that designated email addresses is set up for every Councillor. aliases email addresses are set up via the web page. i.e emails to be sent to name.name@clevedon.gov.uk will be forwarded by the server to the Councillors private address. Councillors can set their own email account to send any response under their designated email address.*

AGREED

The Town Clerk explained the implications of Freedom of Information request in respect of Councillors emails.

***RECOMMENDED TO FGP COMMITTEE** that the Council investigates the transfer of the phone line at the exchange to a fibre-optic cabinet to enable a more stable and a wider broadband width.*

AGREED BY 8 VOTES TO 0

***RECOMMENDED TO FGP COMMITTEE** that the Council investigates the cost savings from transferring the telephone connection to be internet base system..*

AGREED by 8 votes to 0 subject to the working group looking at all options and systems provided.

Terms of Reference for the I.T Working Group**Membership**

The working group shall be made up of 4 Councillors (members of the Finance & General Policy Committee) and such outside specialist as the working group deem appropriate.

A Chairman will be elected at the first meeting.

The Town Clerk to act as Clerk for the working group.

Reporting

The working group shall report to the Finance & General Policy Committee

Remit –

The working group shall investigate and make recommendations to the FGP Committee:-

- 1) IT & Telephony hardware – what is currently used by the Council and what is needed for future use to make the office more efficient.
- 2) IT software - what is currently used by the Council and what is needed for future use to make the office more efficient.
- 3) Councillors – access to information and security both soft and hardware, designated emails,
- 4) Ensure all information on the web site or social media is compliant with transparency laws, freedom of information and data protection requirements.
- 5) Information, web site and social media, is accessible in a user friendly format and fulfils the wish of residents.

Budget

There is no budget allocated to this working party

AGREED by 8 votes to 0

FGP 16/652 AGREE DIARY DATES FOR 2017

Proposed, seconded and **AGREED** the diary dates for 2017. Members noted the TEA meeting scheduled for 27th December which may be changed nearer the date. Members noted the special meeting on 28th June 2017 to agree the accounts prior to being submitted to the external auditor for 30th June 2017.

FGP 16/653 AGREE CLOSURE OF THE OFFICE OVER THE CHRISTMAS PERIOD 23RD DEC – 3RD JANUARY

Proposed, seconded and **AGREED** the office closing dates for the Christmas period

FGP 16/654 CHAIRMAN ITEMS FOR INFORMATION ONLY

Pension – Employers meeting 28th February 2017 as circulated to the Committee members by email, Members were asked to inform the Town Clerk if they wished to attend.

LCAS Subscription – The Town Clerk explained about the offer from LCAs for either another free place at the 2017 seminar or a £30 discount. Members agreed to accept the discount.

FGP 16/655 DETERMINE PART I AND PART II ITEMS.

There were no Part 1 items

Meeting closed at 8.44 pm

CHAIRMAN DATE

fgp 2nd november 2016 Subject to ratification by Council and Committee 08 December 2016