



WESTON-SUPER-MARE TOWN COUNCIL

**WESTON-SUPER-MARE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
AGENDA**

Date: Monday 19th August 2024

Time: 7.00 pm

Venue: 32 Waterloo Street

Members of the Finance & General Purposes Committee are hereby summoned to this meeting and reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act s.17 and Equality Act 2010 s.149 when reaching a decision. Members who wish to comment on matters within their ward may attend and address the Committee.

Members: Councillors Mike Bell, Gillian Bute, Mark Canniford, Ciaran Cronnelly, Robert Payne, Lisa Pilgrim, Robert Skeen, Tim Taylor, Helen Thornton and Martin Williams.

Note: Quorum of the Committee shall be 5 of its Members.

7pm – PUBLIC QUESTION TIME (not to exceed 15 minutes)

The public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Any individual representation is limited to no more than 5 minutes. The Chair will call the representation from those who are indicating that they wish to speak; written representations can also be received in advance of the meeting and are requested to send their public question to committee@wsm-tc.gov.uk or write to the Chief Executive Officer/Town Clerk by 5pm on the working day before the meeting.

1. Election of Chair

2. Apologies for Absence and Notification of Substitutes

3. Election of Vice Chair

4. Declarations of Interest

5. Minutes of Meetings

5.1 To agree the accuracy and approve the Minutes of the Special Town Council Meeting held on the 17th June 2024 (attached) (pages 1-6)

5.2 To approve the Minutes of the Civic Matters Consultative Group held on the 11th July 2024 (attached) (pages 7-10)

5.3 To note the Minutes of the Health and Safety Meetings from January – July 2024
(attached) (pages 11-21)

6.To note the revised Committee Terms of Reference (attached) (pages 22-25)

FINANCE

7. Monthly Financial Reports May & June 2024 (attached)

a) For Approval

Schedule of Unapproved Expenditure (page 26)

b) For Noting

i. Bank Reconciliations (page 27)

ii. Budgetary Control Report (pages 28-61)

iii. Bank Interest Report (page 62)

iv. Schedule of Receipted Income (page 63)

v. Bad debt report (pages 64-67)

8.To Approve new Town Council Signatories

To receive the report of the Chief Executive Officer/Town Clerk (attached) (pages 68-69)

9.Audit

9.1 To Review the Effectiveness of the Auditor

To receive the report of the Chief Executive Officer/Town Clerk (attached) (pages 70-76)

9.2 External Audit-Conflict of Interests Declaration

To receive the report of the Finance Administration Manager (attached) (pages 77-78)

GENERAL PURPOSES

10. Review of Standing Orders, Code of Conduct and Financial Regulations

To receive the covering report the Chief Executive Officer/Town Clerk (attached) (pages 79-82)

and the following reviewed as attached:

10.1 Revised Standing Orders (pages 83-115)

10.2 Code of Conduct (pages 116-135)

10.3 Financial Regulations (pages 136-161)

11. Blakehay Business Review Start and Finish Group

To receive the report from the Chief Executive Officer/Town Clerk (attached) (pages 162-165)

12. Hildesheim Twinning Programme

To receive the report from the Chief Executive Officer/Town Clerk (attached) (pages 166-168)

13. Christmas Lights Tender 2024 and Future Year Events 2025

To consider the recommendation from the Chief Executive Officer/Town Clerk outlined within (attached) (pages 169-174)

14. Strategy Review Meeting with Members and Officers

To receive the Verbal report from the Chief Executive Officer/ Town Clerk

15. Review of the Somewhere to Go Service Level Agreement (SLA) (To Follow)

16. Accessibility Ramp at 32 Waterloo Street

To receive the report from the Senior Development Officer (attached) (pages 175-181)



Sarah Pearse BA (Hons), FSLCC
Chief Executive Officer/Town Clerk
29th July 2024

Weston-super-Mare Town Council
32, Waterloo Street
Weston-super-Mare
BS23 1LN