



WESTON-SUPER-MARE TOWN COUNCIL

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

Date: Monday 18th August 2025

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 Gillian Bute, Ciaran Cronnelly, Mark Canniford, John Crockford-Hawley, Peter Crew, Robert Payne, Lisa Pilgrim, Robert Skeen, Helen Thornton and Charlie Williams.

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

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

The Council chamber has allocated seating for a maximum of 16 members of the public.

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. Apologies for Absence and Notification of Substitutes**
- 2. Declarations of Interest**
- 3. To approve the Minutes of the Special Finance and General Purposes Committee Meeting held on 10th July 2025 (attached) (pages 1-5)**
- 4. To receive the Notes of the Special Grants and Governance Sub Committee held on 27TH June 2025 (attached) (pages 6-8)**
- 5. To receive the Notes of the Health and Safety Meetings held in June 2025 (attached) (pages 9-11)**

- 6. To receive the DRAFT Notes of the Council of Sanctuary Start and Finish Group Meeting held on the 6th August 2025 and recommendations within (attached)(pages 12-14)**
- 7. Committee Forward Plan for the year 2025/26**
Members are requested to view the [Town Council's Strategy](#) and provide direction and requirements to be included in a Forward Plan. Plan Disk committee overview (attached)(page 15)
- 8. To receive the report of the Anti-Racism Champion (attached) (page16)**

FINANCE

- 9. Monthly Financial Reports May and June 2025**
 - 9.1 For Approval**
 - 1.1 Schedule of Unapproved Expenditure (page 17)
 - 9.2 For Noting**
 - 2.1 Bank Reconciliations (attached) (page18)
 - 2.2 Budgetary Control Report (attached) (pages 19-56)
 - 2.3 Bank Interest Report (attached) (page 57)
 - 2.4 Schedule of Receipted Income (attached) (page 58)
 - 2.5 Bad debt report (attached) (pages 59-61)
 - 2.6 Overspend report (March only) (attached) (page 62)
- 10. Budget setting preparation levels for the year 2026/27**
 - 10.1** To receive the updated budget setting process and consider change for implementation 2025/2026 (attached) (page 63-66)
 - 10.2** To discuss and provide indicative guidance for budget setting preparation levels for the year 2026/27
- 11. To approve Authorised Signatories for the Execution of leases**
To receive the report of the Town Clerk/CEO (attached) (page 67-70)

GOVERNANCE

- 12. To review the following Policies and covering reports (attached)**
 - 12.1 Communications and Marketing - Policies and Guidance**
To receive the report from the Communications & Marketing Team and Democratic Services Manager (attached) (pages 71-76)
 - 12.1.1 External House Rules for Social Media (Guidance) (attached) (pages 77-79)
 - 12.1.2 WSMTC Social Media Guidance for Councilors' & Staff (attached) (pages 80-91)
 - 12.1.3 Press Policy (attached) (pages 92-99)
 - 12.1.4 Filming and Recording of Meetings Policy (attached) (pages 100-106)
 - 12.1.5 Public Participation at Meetings Policy (attached) (pages 107-113)
 - 12.2 Civic Handbook**
To receive the report of the Democratic Services Manager and reviewed Handbook (attached) (pages 114-146)

13. Old Town Quarry

To receive the report of the Senior Development Officer and supporting information (attached) (pages 147-183)

To resolve under the Public Bodies (Admissions of Meeting) Act 1960 to exclude the public and press for the following item by reasons of the confidential nature of the business.

14. Blakehay Theatre

To receive the report of the Chief Executive Officer/Town Clerk (to be circulated to committee members under separate cover) (pages)

15. Allotments Maintenance

To receive briefing note and quotations for essential works from the Director of Finance and Resources (to be circulated to committee members under separate cover) (pages)

16. Appointment of Internal Auditor

To receive the report and quotations from the Director of Finance and Resources (to be circulated to committee members under separate cover) (pages)



Sarah Pearse BA (Hons), FSLCC
Chief Executive Officer/Town Clerk
11th August 2025

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

Adopted 21st November 2022

