

WESTON-SUPER-MARE TOWN COUNCIL POLICY AND FINANCE COMMITTEE AGENDA

Date: Monday 19th December 2016

Time: 7.00 pm

Venue: Grove House

Members of the Policy and Finance Committee are hereby summoned to this meeting. Members who wish to comment on matters within their ward may attend and address the Committee. Members are 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 s.149 when reaching such a decision.

Committee Members: Councillors Clive Webb (Chairman), Michal Kus, Roger Bailey, Peter Crew, Clive Darke, Peter Fox, Richard Nightingale, Lisa Pilgrim, Catherine Gibbons, Mike Lyall, Mark Canniford and Robert Payne

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

Prior to the commencement of the meeting, the Chairman will invite questions and observations from parishioners present (maximum time permitted 15 minutes).

1. **Apologies for Absence and Notification of Substitutions**
2. **Declarations of Interest**
3. **To approve the minutes of the Policy & Finance Committee Meeting held on 17th October 2016** (attached)
4. **The minutes of the Working Party to Review Expenditure & Governance**
To approve the minutes of the Working Party to Review Expenditure & Governance held on the 12th September 2016 and 11th July 2016 (attached).
5. **Monthly Financial Reports:**
 - a) **For Approval**
Schedule of Unapproved Expenditure for September and October 2016 (attached)
 - b) **For Noting**
 - i. Bank Reconciliations for September and October 2016 (attached)
 - ii. Budgetary Control Report for September and October 2016 (attached)
 - iii. Bank Interest Report for September and October 2016 (attached)
 - iv. Schedule of Receipted Income for September and October 2016 (attached)
 - v. Income Analysis for 2015/16 (attached)
 - vi. Overspend Month end overspend report for September and October (attached)
 - vii. Bad Debt report for September and October 2016 (attached)
6. **Annual Town Meeting**
Referral from Town Council on 21st November 2016 (attached)
7. **Blue Plaque Scheme**
Reference from Community Services Committee on 3rd October 2016 (attached)
8. **To approve the contract for a Franking Machine**
To receive the report of the Office Manager (to follow)

9. Lightning Conductors

To receive quotations for works at the following sites and report of the Responsible Financial Officer (attached)

- i. Grove House
- ii. Grove Park
- iii. Blakehay Theatre
- iv. Museum
- v. Cemetery Chapel

10. Blakehay refurbishment quotations for work

To receive the report of the S J Surveyors (attached)

Members are requested to approve a contractor to enable works

11. To approve the Budget for the year 2017/2018 (attached)

12. To approve the Town Council charges for 2017/2018 (attached)

Malcolm L Nicholson LL.B DMS MILCM
Town Clerk
12th December 2016

Grove House
Weston-super-Mare
Tel: 01934 632567