

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

**Date:** Monday 13<sup>th</sup> June 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, 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. **Election of Chairman**
2. **Apologies for Absence and Notification of Substitutions**
3. **Declarations of Interest**
4. **Election of Vice-Chairman**
5. **To approve the minutes of the Policy & Finance Committee Meeting held on 22<sup>nd</sup> April 2016** (attached)
6. **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 9<sup>th</sup> May 2016 (attached)
7. **Monthly Financial Reports:**
  - a) **For Approval**
    - i. Schedule of Unapproved Expenditure for March and April 2016 (attached)
  - b) **For Noting**
    - i. Bank Reconciliations for March and April 2016 (attached)
    - ii. Budgetary Control Report for March and April 2016 (attached)
    - iii. Bank Interest Report for March and April 2016 (attached)
    - iv. Schedule of Receipted Income for March and April 2016 (attached).
    - v. Income Analysis for 2015/16 (attached)
    - vi. Month end overspend report for March 2016 (attached)
    - vii. Bad Debt for March and April 2016(attached)
8. **Approval of Annual Return for the Year ended 31st March 2015**
  - i) To receive and approve the Annual Return (Chairman to sign) (to follow)
  - ii) To receive and approve the Statement of Accounts (unaudited) (to follow)

9. **Bad Debt Policy**  
Recommended from Expenditure and Finance Committee (attached)
  
10. **Solar Panels at Grove House**  
To receive the verbal report of the Town Clerk
  
11. **HLF Museum Project Procurement of Contactors**  
To receive the report of the Responsible Financial Officer (attached)
  - i) To receive the tender report from SJ Surveyors of the Main Contract works and to approve and appoint the contractor (attached)
  - ii) To receive the tender report from Imagemakers (attached) and to appoint the contractor for the following works:
    - a. Fabrication and fit out of Exhibition Galleries
    - b. Installation of Audio Visual Hardware
  
12. **Town Council Charges for the year 2016/2017**  
To receive the report of the Responsible Financial Officer and to approve the updated charges schedule for the year 2016/17 (attached)
  
13. **Procurement of Temporary Cleaning Contractor**  
To receive quotation report and appoint a temporary cleaning contractor for the public conveniences (to follow)
  
14. **H-Bar Policy – Parking Restrictions**  
To receive the report of the Town Clerk (attached)



Malcolm L Nicholson LL.B DMS AILCM  
Town Clerk  
7<sup>th</sup> June 2016

Grove House  
Weston-super-Mare  
Tel: 01934 632567