

**WESTON-SUPER- MARE TOWN COUNCIL  
MINUTES OF THE POLICY & FINANCE COMMITTEE  
MEETING HELD AT GROVE HOUSE ON  
MONDAY 16<sup>TH</sup> JUNE 2014**

**Meeting Commenced:** 7.00 pm

**Meeting Concluded:** 8.10 pm

**PRESENT:** Councillors Peter Crew, Alan Peak, Roger Bailey, Mike Bell, Mark Canniford, Peter Fox, Michal Kus, Keith Morris, Robert Payne, Lisa Pilgrim (S), Simon Stokes (S) and Richard Tucker.

**IN ATTENDANCE:** Malcolm L Nicholson (Town Clerk), Sarah Pearse (Responsible Financial Officer), Helen Morton (Finance Officer), Samantha Middlemiss (Committee Officer) and Beth Evans (Weston & Somerset Mercury).

<b>90.</b>	<p><b>Election of Chairman</b></p> <p>The Town Clerk invited nominations for the position of Chairman.</p> <p>Two nominations were received and the Town Clerk advised a straight vote which received a 6/6 result.</p> <p>Debate ensued and the second nomination was withdrawn which resulted in one initial proposition which was voted on and carried.</p> <p><b>PROPOSED BY:</b> Councillor Michal Kus <b>SECONDED BY:</b> Councillor Keith Morris</p> <p><b>RESOLVED:</b> That Councillor Peter Crew be elected Chairman of the Policy &amp; Finance Committee for the year 2014/2015.</p> <p>Councillor Crew then took his place as Chairman and requested that a moments silence be observed to pay respect to the late Councillor Tony Probert who had sadly passed away that morning.</p> <p>The news about Councillor Probert had been received by the Town Clerk that morning. The Town Clerk informed that he would communicate with Councillors further when details of Councillor Tony Probert's funeral arrangements were known.</p>
<b>91.</b>	<p><b>To receive Apologies for Absence and Notification of Substitutes</b></p> <p>Apologies for absence were received from Councillors Sonia Russè and Tim Taylor.</p> <p>Councillor Sonia Russè was substituted by Councillor Lisa Pilgrim and Councillor Tim Taylor was substituted by Councillor Simon Stokes.</p>

92.	<p><b>To receive Declarations of Interest</b></p> <p>Councillor Keith Morris declared a non-pecuniary interest in agenda item 8 a) Insurance Renewal.</p>
93.	<p><b>Election of Vice Chairman</b></p> <p>The Chairman invited nominations for the position of Vice Chairman.</p> <p><b>PROPOSED BY:</b> Councillor Peter Crew  <b>SECONDED BY:</b> Councillor Michal Kus</p> <p><b>RESOLVED:</b> That Councillor Alan Peak be elected Vice Chairman of the Policy &amp; Finance Committee.</p>
94.	<p><b>To approve Minutes of the Policy &amp; Finance Committee Meeting held on 28<sup>th</sup> April 2014</b></p> <p>The Minutes had been previously circulated with the agenda.</p> <p>It was noted that minute number 35 needed to be amended to reflect ‘2015 elections’.</p> <p><b>RESOLVED:</b> That with the above amendment the Minutes be approved and signed by the Chairman.</p>
95.	<p><b>To note The Committee Terms of Reference</b></p> <p>The Town Clerk informed of the addition to manage and maintain expenditure for maintenance and determine emergency repairs, safety and upkeep of the Council’s land, buildings and premises.</p> <p><b>RESOLVED:</b> That the Committee Terms of Reference be noted.</p>
96.	<p><b>To note the minutes of the Working Party to review Expenditure &amp; Governance 12<sup>th</sup> May 2014</b></p> <p>The minutes had been previously circulated with the agenda and it was noted that they were draft until approved.</p> <p>It was noted that the minutes needed to be amended from pm to am.</p> <p>The Town Clerk advised that the lease at Barcode had now been officially surrendered and that this had saved the Town Council between £25-50k.</p> <p>The electricity dispute was a separate issue which was ongoing. The Town Clerk recommended that the Town Council would have to settle their share of the bill at some point in the future once Towerpiece had settled their dispute with EdF.</p> <p><b>RESOLVED:</b> That with the above amendments the minutes be noted</p>

<b>97.</b>	<p><b>Monthly Financial Reports:-</b></p> <p>The financial reports had been previously circulated with the agenda.</p> <p><b>a) For Approval</b></p> <p><b>Insurance Renewal</b></p> <p>The Responsible Financial Officer apologised for the late notification of the item and informed that it formed part of the Unapproved Expenditure for April 2014 and a cost comparison report was circulated at the meeting.</p> <p>The report informed that the Town Council's current Insurer was WPS of which the 3 year fixed deal ended on 1<sup>st</sup> July 2014. The Town Council has the opportunity to renew the existing policy for a period of 1 year or another 3 year option.</p> <p>The RFO had met with representatives from WPS to complete the annual review as a reflection of current services and Asset Registers.</p> <p>Four companies have been approached who provide Town Council Insurance to ensure best value and cost are achieved at this point in time:</p> <p>Came &amp; Company (SLCC approved insurer), Aon, Zurich Municipal (SLCC approved insurer) and WPS – Aviva (SLCC approved insurer).</p> <p>Members were requested to consider the insurance quotes provided and approve which Insurance supplier it would like to use for the period 1<sup>st</sup> July 2014 onwards for the Town Council's Insurance Policy and consider the 3year LTA or 1year option available and approve as such.</p> <p>The Responsible Financial Officer confirmed that it quotes would be a fixed price with no increments.</p> <p><b>PROPOSED BY:</b> Councillor Peter Crew  <b>SECONDED BY:</b> Councillor Michal Kus</p> <p><b>RESOLVED:</b> To approve the 3 year LTA policy term with WPS – Aviva at the premium of £19,098.72 inc premium tax @ 6%.</p> <p><b>Schedule of Unapproved Expenditure for April 2014</b></p> <p><b>RESOLVED:</b> That the reports be approved.</p> <p><b>b) For Noting</b></p> <ul style="list-style-type: none"> <li>i) Bank Reconciliations April 2014</li> <li>ii) Budgetary Control Report for 2014</li> <li>iii) Bank Interest Report for 2014</li> <li>iv) Schedule of Receipted Income for 2014</li> <li>v) Income Analysis 2013/2014</li> </ul>
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	<p>The Responsible Financial Officer advised of the Bad Debt report which was circulated at the meeting which required Members' instruction.</p> <p>The report indicated that the following items have remained unpaid as at 16<sup>th</sup> June 2014:</p> <p>Munch Deli – debt incurred 18/07/13 for £100.00 for Love Weston advertising. The company were located on the Boulevard, Weston-super-Mare and had now ceased trading at the end of 2013.</p> <p>John Butler – This debt of £110.00 was incurred 16/01/2012 as a hire charge for the Blakehay Theatre and has not yet been resolved. The Council applied to HM Courts on 28<sup>th</sup> January 2014 and a judgement sent out to the debtor. This has been confirmed by the Registry Trust as being in place. We have not received any payment for guidance from HM Courts. HM Courts need to know if we wish to enforce this judgement for the value above. This will involve bailiffs being called in to recover the debt. The charge for this would be offset against the debt.</p> <p><b>PROPOSED BY:</b> Councillor Mark Canniford  <b>SECONDED BY:</b> Councillor Michal Kus</p> <p><b>RESOLVED:</b> To write off the Munch Deli debt of £100.00 and to pursue and enforce judgement for the John Butler debt of £110.00.</p> <p>c) Overspend report for April 2014</p> <p><b>RESOLVED:</b> That the reports be noted.</p>
98.	<p><b>The Old Library</b></p> <p>The reports of both the Town Clerk and Responsible Financial Officer had been previously circulated with the agenda.</p> <p>The Town Clerk's report detailed the background, investigations and work undertaken, financial position and the current position of the Town Council on the subject. The Report of the Responsible Financial Officer informed of the staff time, costs and professional fees and other costs incurred at 1<sup>st</sup> June 2014.</p> <p>It was informed that VANS had been active in grant seeking to try and salvage the building for community use. They had submitted an application in the last round for capital grants projects and they would be looking to the Town Council for future partnership arrangements. It was felt that pressure should be applied to North Somerset to release the building for less than their anticipated value for community use as it is in the Town Council's interest to keep the building in community use because of its landmark status.</p> <p>The Chairman advised that before Mr Nightingale had shown interest in the Old Library, the Town Council had set up a Working Party so it may be a good idea to reinstate it to talk to North Somerset Council about the Library's future.</p>

	<p><b>PROPOSED BY:</b> Councillor Peter Crew  <b>SECONDED BY:</b> Councillor Mike Bell</p> <p><b>RESOLVED:</b> to reinstate the Old Library Working Party to consider further representations to North Somerset Council.</p>
99.	<p><b>Public Conveniences – Refurbishment Update</b></p> <p>The Responsible Financial Officer’s report had been previously circulated with the agenda which covered a general refurbishment update and reported issues per site.</p> <p>Since the issue of the report, phone calls had been taken reporting inappropriate behaviour happening at the Locking Road toilets, people sleeping in the Grove Park toilets and further vandalism to the Clarence Park sewerage pipes which had resulted in a further delay in opening them.</p> <p>Quotes for CCTV/Anti Tamper Alarms were circulated at the meeting and Members were requested to note the updated report and consider and approve the over budgeted expenditure on the CCTV options received. The Town Council’s Procurement Guide advises the full tender process to be undertaken.</p> <p>The Chairman suggested that CCTV/ Anti Tamper Alarms equipment could be leased rather than purchased and insisted that the Town Council needed to ensure preventative measures were in place where possible. Originally Healthmatic incorporated water sprinklers in the specifications.</p> <p>Ashcombe Park toilets had been closed to undergo their refurbishment.</p> <p>It was queried why the Town Council had not consulted CCTV/Alarm specialists rather than utilising the Surveyor and it was questioned who would be called out to these alarm calls when raised.</p> <p>The Town Clerk advised that Chris Harrison at North Somerset Council CCTV had been very helpful and had agreed to take calls and monitor the toilets on a 24 hour basis.</p> <p>It was requested that a temporary solution such as port-a-loos be considered for Ashcombe Park whilst undergoing refurbishment as Clarence Park had really struggled with no public toilets and Ashcombe Park was likely to experience the same problem if not worse.</p> <p>Debate ensued regarding raising awareness of these acts of mindless vandalism throughout the town and communicating with the police as the impact of this hits the tax payer in the pocket.</p> <p>The Town Clerk informed that the Street Wardens had extended their rounds to include Grove Park.</p> <p>It was confirmed that Uphill public toilets would be open week commencing 16<sup>th</sup> June and confirmed that the Maltings coin rejection issues had been rectified.</p>

	<p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. To note the updated report on Public Conveniences.</li> <li>2. To recognise the over budget expenditure on CCTV and delegate the options received to be decided by the Expenditure &amp; Governance Working Party on 14<sup>th</sup> July 2014.</li> </ol>
100.	<p><b>Grove Park Bandstand</b></p> <p>The Town Clerk's report had been previously circulated with the agenda which recommended that the Town Council consider renewing its offer to make a contribution to the repair of the bandstand, on condition that its current short leases of Grove House at a peppercorn rent and Grove Lodge on a rental of £5,000 be extended for at least 25 years on existing lease terms.</p> <p>Concerns were raised over what assurances there were from North Somerset Council with regards to maintenance of the bandstand and in response the Town Clerk said he would enquire into the lifespan and maintenance of the bandstand as part of the offer of contribution.</p> <p><b>PROPOSED BY:</b> Councillor Roger Bailey  <b>SECONDED BY:</b> Councillor Michal Kus</p> <p><b>RESOLVED:</b> That the Town Council renews its offer to make a contribution to the repair of the bandstand on condition that its current short leases of Grove House at a peppercorn rent and Grove Lodge on a rental of £5,000 be extended for at least 25 years on existing lease terms.</p>
101.	<p><b>Dog Bins</b></p> <p>Both the Town Clerk's and Responsible Financial Officer's report had been previously circulated with the agenda.</p> <p>The Town Clerk's report gave the background of the Town Council's current position and alternative options.</p> <p>The Responsible Financial Officer's report indicated North Somerset's costs in comparison with 'in house' costs.</p> <p>The Chairman informed that the Town Council were one year into the Street Scene contract where it had been advised by North Somerset Council that money would likely be saved and it was on that basis the Town Council agreed to buy into the contract.</p> <p>The Town Clerk had spoken to Clevedon and Nailsea Town Councils who have 24 and 26 bins respectively. Both Town Councils had expressed their concerns at the proposed tripling of cost for the service by North Somerset Council and informed that they could, in principle, be interested in joining with Weston-super-Mare Town Council to procure a joint service for the 92 bins of the three Town Councils.</p> <p>The Town Clerk advised that waste management was a specialised area requiring a licence to carry the waste. Enquiries had been made of three waste</p>

	<p>management companies who could provide the service. One had advised that they would send in a proposal, and responses from the others would be reported at the next Committee meeting. Another alternative might be for the Town Council to employ staff to deal with dog bin emptying. However this requires further investigation into licensing requirements, health and safety requirements, disposal costs for the waste, staffing (including cover for when the person was on leave or sick) and a suitable vehicle.</p> <p>The Chairman informed that the public needed to be aware that they could dispose of dog waste in litter bins and that the Town Council may want to consider revisiting grass cutting under the Street Scene contact.</p> <p>Debate ensued over the importance of dog bin provision over other services provisions and it was the general view of the Committee that it would be regrettable if the Town Council had to cease providing dog bins when they are in such high demand from the public and that alternative options must be pursued.</p> <p>The Chairman reported that it would be helpful if Councillors reviewed their Wards to ascertain whether dog bins were correctly sited and if there were any in close proximity to litter bins, in which case the dog bin could be removed and utilised elsewhere.</p> <p>It was confirmed that the Town Council would be able to cancel the Street Scene contract if they so wished.</p> <p><b>RESOLVED:</b> That the Town Clerk continues to pursue alternative options and reports back his findings at the next meeting of the Expenditure &amp; Governance Working Party.</p>
102.	<p><b>Approval of the Annual Return for the Year ended 31<sup>st</sup> March 2014</b></p> <p>i) To receive the Annual Return and the Statement of Accounts (unaudited)</p> <p><b>PROPOSED BY:</b> Councillor Keith Morris <b>SECONDED BY:</b> Councillor Michal Kus</p> <p><b>RESOLVED:</b> That the Annual Return and the Statement of Accounts (unaudited) be approved and signed by the Town Clerk.</p> <p>ii) To approve the final Earmarked Reserves for 2014/2015</p> <p>The Responsible Financial Officer's report had been previously circulated with the agenda.</p> <p><b>RESOLVED:</b> That the final Earmarked Reserves for 2014/2015 be approved.</p>
103.	<b>Localism Act – New Right to Contest</b>

	<p>The Town Clerk verbally reported that he had drawn the new Right to Contest to the attention of Amanda Southerland who had made an application to CLG on 30<sup>th</sup> May on behalf of the Trop Ltd and that he would update the Committee with any further information received.</p>
<p>104.</p>	<p><b>Public Sector Deposit Scheme</b>                  The Responsible Financial Officer’s report had been previously circulated with the agenda.</p> <p>The report indicated the concerns and points for consideration and the Responsible Financial Officer and Town Clerk recommended extreme caution and for members to fully understand the consequence of investing within the Property Deposit Fund and the effect on access to General Reserves. The Responsible Financial Officer recommended that the Town Council continue to invest in short term deposits as detailed within the investment strategy.</p> <p><b>PROPOSED BY:</b> Councillor Keith Morris  <b>SECONDED BY:</b> Councillor Peter Fox</p> <p><b>RESOLVED:</b> That the Town Council would not invest in the Property Deposit Fund and would continue to invest in short term deposits as detailed within the investment strategy.</p>
	<p>There being no further business, the Chairman closed the meeting at 8.10 pm</p>

Signed.....  
 Chairman

Dated.....