

**WESTON-SUPER- MARE TOWN COUNCIL
MINUTES OF THE POLICY & FINANCE COMMITTEE
MEETING HELD AT GROVE HOUSE ON
MONDAY 18TH AUGUST 2014**

Meeting Commenced: 7.02 pm

Meeting Concluded: 8.00 pm

PRESENT: Councillors Peter Crew (Chairman), Alan Peak (Vice Chairman), Roger Bailey, Mark Canniford, John Crockford-Hawley (S), Clive Darke (S), Peter Fox, Michal Kus, Mike Lyall (S), Keith Morris, Robert Payne and Tim Taylor.

ATTENDANCE: Malcolm L Nicholson (Town Clerk), Sarah Pearse (Responsible Financial Officer), Helen Morton (Finance Officer), Samantha Middlemiss (Committee Officer), Christina Popapow (Work Experience student from Hildesheim) and Beth Evans (Weston & Somerset Mercury).

159	<p>To receive Apologies for Absence and Notification of Substitutes</p> <p>Apologies for absence were received from Councillors Sonia Russè, Richard Tucker and Mike Bell.</p> <p>Councillor Sonia Russè was substituted by Councillor Clive Darke, Councillor Richard Tucker was substituted by Councillor Mike Lyall and Councillor Mike Bell was substituted by Councillor John Crockford-Hawley.</p> <p>The Chairman introduced Christina Potapow to the meeting and explained that she was at the Town Council on a work experience placement from Hildesheim in Germany.</p> <p><i>Councillor Robert Payne joined the meeting at 7.04 pm.</i></p>
160	<p>To receive Declarations of Interest</p> <p>Councillor Mark Canniford declared pecuniary interest in agenda item 9 Consultation on the proposed re-opening of the Boulevard Post Office branch and would leave the meeting when the item was discussed.</p>
161	<p>To approve Minutes of the Policy & Finance Committee Meeting held on 16th June 2014</p> <p>The Minutes had been previously circulated with the agenda.</p> <p>RESOLVED: That with the Minutes be approved and signed by the Chairman.</p>
162	<p>The minutes of the Working Party to Review Expenditure & Governance</p> <p>a) To approve the minutes of the Working Party to Review Expenditure & Governance held on the 14th July 2014</p> <p>The minutes had been previously circulated with the agenda.</p>

	<p>An update was requested on the public conveniences and the Responsible Financial Officer reported that Ashcombe Park toilets had opened on Friday 8th August and had since encountered two issues. One issue was with the pay unit not accepting any coins which was due to be rectified by the contractors that day or the following morning. The second issue was with the door weight being too heavy to open which had been reported and was a waiting to be rectified. Also Uphill Links toilet pay unit had been vandalised and a new unit was on order to replace it. Numerous signs indicating this had been displayed on the toilet doors but sadly taken down.</p> <p>RESOLVED: That the minutes be approved.</p> <p>b) To note the minutes of the Special Working Party to Review Expenditure & Governance held on the 4th August 2014</p> <p>The Responsible Financial Officer advised that the Committee needed to note the overspend of £202.00 and to approve the three year contract with Lamps & Tubes.</p> <p>The sponsorship form the Pier for the Waterloo Street Welcome sign was queried and it was question whether other businesses had been approached. The Chairman informed that that the Town Council approached the Pier for sponsorship for the sign and in return would display the image of the Pier on the sign.</p> <p>Discussion ensued regarding the selection of the contractor and the Chairman advised that the contractor selected, was the current contractor the Town Council used and that their presentation was by far the best in comparison to the other companies that tendered.</p> <p>Members asked if it had been communicated to the contactor how unsatisfactory the lights on Waterloo Street and the Christmas Tree in the Italian Gardens had been over the recent years. It was confirmed by the Chairman that different styles of lights had been selected and a better Christmas Tree was promised.</p> <p>It was informed that the time would come in the near future when the Town Council would need to fund the improvement of the infrastructure for Christmas Lights to enable more lights in the future.</p> <p>RESOLVED: To approve the three year contract for Christmas Lights to Lamps & Tubes</p> <p>c) To approve the overspend of the Christmas Lights budget</p> <p>RESOLVED: To approve the overspend of £202.00.</p>
163	<p>Monthly Financial Reports:-</p> <p>a) For Approval Schedule of Unapproved Expenditure for May and June 2014</p> <p>Clarity was requested the reports and it was explained by the Responsible Financial Officer that the expenditure was all within budget and needed approval by the Committee.</p> <p>RESOLVED: That the reports be approved.</p>

	<p>b) For Noting</p> <ul style="list-style-type: none"> i) Bank Reconciliations for May 2014 ii) Budgetary Control Report for May 2014 iii) Bank Interest Report for May 2014 iv) Schedule of Receipted Income for May 2014 v) Bank Reconciliations for June 2014 vi) Budgetary Control Report for June 2014 vii) Bank Interest Report for June 2014 viii) Schedule of Receipted Income for June 2014 <p>iv) Income Analysis</p> <p>Code 485 of the Budgetary Control Report for June 2014 5bvi) was queried and it was clarified by the Responsible Financial Officer that this was because of an invoicing dispute with Skwecky Kleen which was being pursued by the Finance Officer.</p> <p>The Responsible Financial Officer informed in response to a question by a Member that the total refurbishment costs for the toilets was £146,000. The only overspend incurred was for the early termination on the Barcode lease, everything else was within budget and the toilet vandalism costs had been absorbed into the contact at no extra cost.</p> <p>RESOLVED: That the reports be noted.</p> <p>c) Overspend report for May and June 2014</p> <p>RESOLVED: That the reports be noted.</p>
164	<p>Ashcombe Park – Community Interest</p> <p>The letter from North Somerset Council in response to the Town Clerk’s request to register Ashcombe Park as a community asset had been previously circulated with the agenda.</p> <p>The Town Clerk advised that the report was for noting as the request had been accepted and that the Town Council would continue to register parks as community assets.</p> <p>RESOLVED: Noted</p>
165	<p>Dog Bin Policy</p> <p>To consider and develop a Dog Bin Policy.</p> <p>The minute extract from the Minutes of the Working Party to Review Expenditure and Governance dated the 14th July 2014 had been previously circulated with the agenda.</p> <p>The Chairman explained that views of the Committee needed to be expressed in order to take them to the Expenditure and Governance Working Party who would be delegated the task of developing a Dog Bin Policy.</p> <p>The Chairman reported that on a number of occasions he had witnessed the contents of litter bins and dog bins being collected by the same waste vehicle.</p>

	<p>It was the view of the Committee that because the new legislation enforced by North Somerset Council which allowed for dog waste to be put into any waste bin, that the Town Council should clearly identify their waste bins as dual waste bins as long as there was assurance that they would be emptied frequently enough.</p> <p>Any bins that were in close proximity to a children's play area needed to be kept.</p> <p>Debate ensued that North Somerset Council had a statutory responsibility to provide dog waste bins and not the Town Council and therefore, the Town Council should not have to foot the bill for their inefficiencies.</p> <p>The Town Clerk reiterated the legal fact that North Somerset Council had a statutory duty to provide a street cleansing service.</p> <p>RESOLVED: That all views expressed by the Committee be referred to the Expenditure and Governance Working Party for consideration.</p>
166	<p>Telecom</p> <p>a) Chess Contract</p> <p>The Town Clerk reported that he was looking into withdrawing from the Chess contract and was seeking legal advice and any information would be reported once received.</p> <p>b) Procurement of new telephone system with Horizon</p> <p>The Responsible Financial Officer's report was circulated at the meeting which detailed quotes of four telecommunication companies on the basis of replacement of the LG Ericsson IPECS equipment only. A site visit was conducted with each company by the Finance Officer. The quotes were requested on a 2 scenario basis, one being capital cost to install a new system and two, to lease the equipment over a 3 or 5 year period (revenue cost). Both elements would also have a full maintenance agreement attached to it.</p> <p>The Expenditure and Governance Working Party had recommended negotiations for a three year lease be commenced with Horizon Telecom. References had now been received in relation to Horizon Telecommunications. Horizon have been approached and are willing to provide the telephone system on a three year basis at the cost per month of £278.26</p> <p>The lease period ends with the Town Council owning the equipment no matter what the term of lease (it is merely an option for cash flow purposes as all other maintenance and warranties are the same as if the system was bought outright. This may not be the most cost effective way of obtaining the equipment in the long term.)</p> <p>To buy the system would cost £8,075 plus maintenance per year. To lease the system for three years and then own would cost £10,017 plus maintenance per year To lease the system for five years and then own would cost £11,100 plus maintenance per year.</p> <p>PROPOSED BY: Councillor Roger Bailey SECONDED BY: Councillor Keith Morris</p> <p>RESOLVED: To approve the overspend of £3,100.00 to lease the system for five years at</p>

	<p>an annual cost of £3,100.00 and a monthly rental cost of £185.00.</p>
167	<p>Consultation on the proposed re-opening of the Boulevard Post Office branch The letter from the Post Office had been previously circulated with the agenda.</p> <p><i>Councillor Mark Canniford left the meeting at 7.43 pm</i></p> <p>The Town Clerk suggested that the Town Council should welcome the re-opening of a post office in the area.</p> <p>Members were in agreement that the re-opening of a post office was greatly needed after the closure of the Boulevard branch as the only alternative in central ward was to use the unpleasant Regents Street branch.</p> <p>RESOLVED: That the Town Council approves and welcomes the proposed re-opening of the Boulevard Post Office branch</p> <p><i>Councillor Canniford re-joined the meeting at 7.48 pm.</i></p>
168	<p>Grove House/Grove Lodge Lease</p> <p>The letter from North Somerset Council received in response to the Town Council's request to have 25 year leases granted on Grove House and Grove Lodge had been previously circulated with the agenda.</p> <p>The Town Clerk informed that he had negotiated a tenant's break clause to coincide with the five yearly rent reviews in the Grove Lodge lease and recommended that the Committee agreed both leases for approval at full Town Council on 15th September 2014.</p> <p>PROPOSED BY: Councillor Keith Morris SECONDED BY: Councillor Roger Bailey</p> <p>RECOMMENDED: To recommend the approval of the leases for both Grove House and Grove Lodge to Town Council 15th September 2014.</p> <p>The Town Clerk advised of the opening date of the bandstand in Grove Park for 21st September 2014, which would be opening by the Chairman of North Somerset Council and the Town Mayor. Invitations to Councillors would be to follow.</p>
169	<p>Blakehay Theatre</p> <p>The minute extract from the Minutes of the Community Services Committee dated 14th July 2014 had been previously circulated with the agenda.</p> <p>The Responsible Financial Officer informed on behalf of the Theatre Manager that the dressing rooms had had a mini makeover which will keep them of standard for the time being and that the upper studio was in more need of attention. The allocated planned maintenance budget for the redecoration of the dressing rooms was £9,000 it would just be a case of a change of use of the money.</p> <p>The Responsible Financial Officer advised that at present, the Blakehay's expenditure was</p>

	<p>under budget and its income was over budget.</p> <p>RESOLVED: That the proposal for work on the theatres Upper Studio’s lighting, ventilation and acoustics be agreed within the original planned maintenance budget of £9,000.</p>
<p>170</p>	<p>Museum SLA with Somerset County Council</p> <p>The Town Clerk’s report had been previously circulated with the agenda and a copy of the Service Level Agreement had been circulated to Members.</p> <p>The Town Clerk informed that correspondence had been very slow and the cost was the same as the previous agreement i.e. £45,000 plus inflation from 1st April 2011. The agreement was for 5 years commencing 1st April 2014 and supersedes the 2011 agreement. North Somerset Council was no longer a party as a separate agreement to secure access to the collection with them had been previously approved. A clause had been negotiated that in the unlikely event that the HLF bid fails and the Town Council decides to cease providing a museum the agreement can be terminated.</p> <p>The collection would need to be decanted into storage and SCC had agreed that the management costs would be absorbed within the SLA which would have been £12,000. It had been suggested that a small shop unit open but the cost of this can be avoided if the staff were to operate from Clara’s Cottage which would be on site.</p> <p>PROPOSED BY: Councillor John Crockford-Hawley SECONDED BY: Councillor Peter Crew</p> <p>RESOLVED: That the Service Level Agreement be approved and the Town Clerk be authorised to complete the Agreement as soon as possible.</p>
	<p>There being no further business, the Chairman closed the meeting at 8.00 pm</p>

Signed.....
 Chairman

Dated.....