

**WESTON-SUPER- MARE TOWN COUNCIL  
MINUTES OF THE POLICY & FINANCE COMMITTEE  
MEETING HELD AT GROVE HOUSE ON  
MONDAY 17<sup>TH</sup> AUGUST 2015**

**Meeting Commenced:** 7.00 pm

**Meeting Concluded:** 7.54 pm

**PRESENT:** Councillors Clive Webb (Chairman), Mark Canniford, Robert Cleland, Sarah Codling, Peter Crew, Clive Darke, Peter Fox, Mike Lyall, Robert Payne, Lisa Pilgrim, Martin Williams

**IN ATTENDANCE:** Malcolm L Nicholson (Town Clerk), Sarah Pearse (Responsible Financial Officer), Tricia Brabham (Committee Officer), Jennifer Lawley (Committee Officer), Jonathan Owen (NALC), Deryck Nash (NALC), Mike Drew (ALCA), and Sarah Robinson (Weston & Somerset Mercury).

<b>109.</b>	<p><b>To receive Apologies for Absence and Notification of Substitutes</b></p> <p>Apologies for absence were received from:</p> <p>Councillor Roger Bailey with Councillor Martin Williams as substitute Councillor Michal Kus with Councillor Sarah Codling as substitute Councillor Richard Nightingale with Councillor Robert Cleland as substitute</p>
<b>110.</b>	<p><b>To receive Declarations of Interest</b></p> <p>There were no Declarations of Interest received.</p>
<b>111.</b>	<p><b>To approve Minutes of the Policy &amp; Finance Committee Meeting held on 15<sup>th</sup> June 2015</b></p> <p>The Minutes had been previously circulated with the agenda.</p> <p><b>RESOLVED:</b> That the Minutes be approved and signed by the Chairman.</p> <p><i>Councillor Canniford joined the meeting at 7.03pm</i></p>
<b>112.</b>	<p><b>To note the minutes of the Working Party to review Expenditure &amp; Governance 16<sup>th</sup> March 2015</b></p> <p>The minutes had been previously circulated with the agenda and it was noted that they were draft until approved.</p> <p>An update on Hutton Moor Allotments was requested by members. The Town Clerk advised that the Community Services Committee on 13<sup>th</sup> July had received an update. The asbestos had been removed, the drainage board application had been submitted and the planning application would be submitted.</p> <p><b>RESOLVED:</b> That the minutes be noted.</p>

113.	<p>At this point in the meeting the Chairman proposed that agenda item 8 be brought forward. No objections were raised.</p> <p><b>RESOLVED:</b> In accordance with Standing Order No:10, the variation in the order of business be approved.</p>
114.	<p><b>Membership of NALC/ALCA</b></p> <p>A presentation on the advantages of Joining NALC/ALCA was given by Jonathan Owen, Chief Executive National Association of Local Councils (NALC), Deryck Nash, Vice Chairman NALC, and Mike Drew, Avon Local Councils Association (ALCA).</p> <p>In response to questions, members were advised that membership fees were 5.6p per elector equating to £3,500 for the Town Council compared to the £2,637 introductory cost. The annual fee was calculated on the financial year. A cap at this level was being discussed at the AGM in October 2015. 85% of Councils were members.</p> <p>The Town Clerk advised members that the Town Council had belonged to NALC/ALCA until 2008. The decision had been taken not to renew membership as the fees had increased to approximately £7,500.</p> <p>NALC/ALCA had discussed membership with the Town Council in 2011.</p> <p>Debate ensued regarding the potential benefits to the Town Council of membership.</p> <p><b>RESOLVED:</b> That membership of NALC/ALCA to be considered during budget consideration in the autumn.</p> <p><i>Jonathan Owen, Deryck Nash and Mike Drew left the meeting at 7.30pm</i></p>
115.	<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>i) Schedule of Unapproved Expenditure</p> <p><b>PROPOSED BY:</b> Councillor Peter Crew  <b>SECONDED BY:</b> Councillor Clive Darke</p> <p><b>RESOLVED:</b> That the reports be approved.</p> <p><b>b) For Noting</b></p> <p>i) Bank Reconciliations for June 2015  ii) Budgetary Control Report for June 2015  iii) Bank Interest Report for June 2015  iv) Schedule of Receipted Income for June 2015  v) Income Analysis for 2014/ 2015  vi) Bad Debt</p> <p><b>RESOLVED:</b> That the reports be noted.</p>

116.	<p><b>Year End accounts 2014/15</b></p> <p>The final Internal Audit report had been previously circulated with the agenda.</p> <p>The Responsible Financial Officer advised members that the auditors had not made any recommendations and had signed off the accounts.</p> <p>The Chairman congratulated the Responsible Financial Officer on the result of the audit.</p> <p><b>RESOLVED:</b> That the final Internal Audit report for the year 2014/2015 be received and noted.</p>
117.	<p><b>Authority to open a PayPal Account</b></p> <p>The Responsible Financial Officer advised members that a PayPal account was needed to dispose of some remaining items within the museum on eBay. Items included posters, ceramic objects, old project screens, mannequins, and museum racking.</p> <p>Approval was required to open a PayPal account. The account would be regulated in the same way as all other bank accounts with the nominated signatories as authorised representatives.</p> <p>Debate ensued.</p> <p><b>PROPOSED BY:</b> Councillor Sarah Codling  <b>SECONDED BY:</b> Councillor Martin Williams</p> <p><b>RESOLVED:</b> That a PayPal account be opened and regulated in the same way as all other bank accounts with the nominated signatories as authorised representatives.</p>
118.	<p><b>Hildesheim Exchange</b></p> <p>The Town Clerk reported that Sue Harding was no longer able to continue the exchange due to personal reasons. Debbie Stone had taken it on, but it was a lot for one person to undertake. Therefore, the Town Clerk had discussed with the YMCA how they could be involved and was meeting Debbie Stone and Kevin Lilwall to discuss this further.</p> <p>The Town Clerk advised members that German as a language was no longer taught at schools in the town but extending the scheme to other languages could be a possibility.</p> <p>Debate ensued.</p> <p><b>RESOLVED:</b> That a report of the Town Clerk's meeting with Debbie Stone and Kevin Lilwall on the Hildesheim exchange be brought back to a future meeting.</p>

<b>119.</b>	<p><b>Uphill Church Lights</b></p> <p>A minute extract (minute no: 6) from the Expenditure and Governance Working Party on the 29<sup>th</sup> June 2015 had been previously circulated with the minutes.</p> <p>The Expenditure and Governance Working Party had recommended the Council take on the maintenance of the Uphill Church Lights from North Somerset Council. North Somerset Council had agreed they would replace the bulbs with LED lighting. The cost to the Council would be £350 per year.</p> <p>Debate ensued.</p> <p><b>PROPOSED BY:</b> Councillor Peter Crew  <b>SECONDED BY:</b> Councillor Peter Fox</p> <p><b>RESOLVED:</b> That the Town Council take on the maintenance of Uphill Church Lights subject to North Somerset Council installing new energy efficient lights.</p>
	<p>There being no further business, the Chairman closed the meeting at 7.54 pm</p>

Signed.....  
 Chairman

Dated.....