

**WESTON-SUPER- MARE TOWN COUNCIL  
MINUTES OF THE POLICY & FINANCE COMMITTEE  
MEETING HELD AT GROVE HOUSE ON  
MONDAY 15<sup>TH</sup> JUNE 2015**

**Meeting Commenced:** 7.00 pm

**Meeting Concluded:** 8.40 pm

**PRESENT:** Councillors Clive Webb (Chairman), Roger Bailey, Mark Canniford, Peter Crew, Clive Darke, Peter Fox, Michal Kus, Mike Lyall, Robert Payne, Alan Peak, Lisa Pilgrim.

**IN ATTENDANCE:** Malcolm L Nicholson (Town Clerk), Sarah Pearse (Responsible Financial Officer), Samantha Bishop (Committee Officer), Steve Matthews (Town Council Surveyor) and Sarah Robinson (Weston & Somerset Mercury).

<b>40.</b>	<p><b>Election of Chairman</b></p> <p>The Town Clerk invited nominations for the position of Chairman.</p> <p><b>PROPOSED BY:</b> Councillor Peter Crew <b>SECONDED BY:</b> Councillor Michal Kus</p> <p><b>RESOLVED:</b> That Councillor Clive Webb be elected Chairman of the Policy &amp; Finance Committee for the year 2015/2016.</p> <p>Councillor Webb then took his place as Chairman of the meeting.</p>
<b>41.</b>	<p><b>To receive Apologies for Absence and Notification of Substitutes</b></p> <p>Apologies for absence were received from Councillor Catherine Gibbons with no substitution.</p>
<b>42.</b>	<p><b>To receive Declarations of Interest</b></p> <p>There were no Declarations of Interest received.</p>
<b>43.</b>	<p><b>To approve Minutes of the Policy &amp; Finance Committee Meeting held on 20<sup>th</sup> April 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>
<b>44.</b>	<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 Clive Webb <b>SECONDED BY:</b> Councillor Peter Crew</p>

	<p><b>RESOLVED:</b> That Councillor Michal Kus be elected Vice Chairman of the Policy &amp; Finance Committee for the year 2015/2016.</p>
45.	<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><b>RESOLVED:</b> That the minutes be noted.</p>
46.	<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> <ul style="list-style-type: none"> <li>i) Schedule of Unapproved Expenditure for April 2015</li> <li>ii) Schedule of Unapproved Expenditure for May 2015</li> </ul> <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 for April 2015</li> <li>ii) Budgetary Control Report for April 2015</li> <li>iii) Bank Interest Report for April 2015</li> <li>iv) Schedule of Receipted Income for April 2015</li> <li>v) Bank Reconciliations for May 2015</li> <li>vi) Budgetary Control Report for May 2015</li> <li>vii) Bank Interest Report for May 2015</li> <li>viii) Schedule of Receipted Income for May 2015</li> <li>ix) Income Analysis for April and May 2015</li> </ul> <p><b>RESOLVED:</b> That the reports be noted.</p> <p><b>c) Overspend report for April and May 2015</b></p> <p>The Responsible Financial Officer advised that there was no overspend to report, although the Town Clerk had some information on Dog Bin overspend.</p> <p>The Town Clerk reported that there would be an overspend of £3,582 for the Dog Bin Emptying budget for the commissioning of a second emptying round. The new emptying contract which started in April was for one emptying round per week (reduced from twice and sometimes three times) and so the possibility of over flowing bins was anticipated. The contractors had been providing monitoring forms for all bin locations which together with reports of overflowing bins formed the basis of commissioning for a second emptying round for 15 of the bins. The Town Clerk added that there was some budget available from the Bus Shelter budget which could be allocated to cover the overspend.</p>

	<p>It was highlighted that the toilet income budget was 30% under achieved year to date and that it should be noted at this point that there would be a definite future overspend.</p> <p>It was queried why the income figures were reported as flat line (apportioned equally throughout the financial year) and the Responsible Financial Officer informed that it would be possible in the future to report them to show seasonal trends.</p> <p>It was suggested that bigger bins should be used where bins were overflowing to alleviate the problem rather than incurring an extra emptying cost. The Leader of the Council advised that this would be considered in conjunction with the enforcement work by the Community Response Team.</p> <p>It was questioned whether the monitoring reports from the contactors had been verified in any way and the Town Clerk informed that the reports were verified by complaints received from members of the public and Officer/Grounds team spot checks.</p> <p><b>RESOLVED:</b> That the Dog Bin Emptying overspend estimated at £3,582 be noted and approved.</p> <p><b>d) Bad Debt</b></p> <p><b>RESOLVED:</b> That the report be approved.</p>
47.	<p><b>Approval of Annual Return for the Year ended 31<sup>st</sup> March 2015</b></p> <p>i) To receive the Annual Return and the Statement of Accounts (unaudited)</p> <p>The Annual Return and the Statement of Accounts had been previously circulated with the agenda.</p> <p>The Responsible Financial Officer advised that the Chairman would need to sign pages 2 and 3 of the Annual Return at the end of the meeting.</p> <p>ii) To approve the final Earmarked Reserves for 2014/2015</p> <p><b>PROPOSED BY:</b> Councillor Peter Crew  <b>SECONDED BY:</b> Councillor Roger Bailey</p> <p><b>RESOLVED:</b> To approve both the Annual Return for the Year ended 31<sup>st</sup> March 2015 and The Final Earmarked Reserves for 2014/2015.</p>
48.	<p><i>At this point in the meeting the Chairman brought forward item 15 to be discussed.</i></p> <p><b>Hutton Moor Allotments – Access</b></p> <p>The Town Council’s Surveyor’s report had been previously circulated with the agenda.</p>

	<p>The Chairman invited Steve Matthews the Town Council's Surveyor to elaborate on his report.</p> <p>Steve Matthews referred to the 4 options outlined within his report and advised that the constraints applied by North Somerset Council with regards to option 2 – New access from the mini roundabout had made the option not viable in terms of cost.</p> <p>The Town Clerk referred to the last page of the report where all options were outlined on a map. He recommended further negotiation with North Somerset Council as none of the proposed options were viable. The Council had some time on its side as it was too late for this year's growing season.</p> <p>The Chairman of the Allotment Management Sub-Committee concurred with the advice that firm negotiations needed to take place with North Somerset Council to move the project forward.</p> <p>The Chairman reported that after speaking to an executive member regarding the increase in the initial cost from £15-20,000 to £52-55,000 for the new access track that they were shocked, and it would seem that it was North Somerset Council officers who were applying the restraints.</p> <p>Steve Matthews advised that if North Somerset Council were to drop some of the constraints applied to option 2 then this would be the preferred and most feasible option to pursue.</p> <p><b>PROPOSED BY:</b> Councillor Clive Webb  <b>SECONDED BY:</b> Councillor Roger Bailey</p> <p><b>RESOLVED:</b> That firm negotiations with North Somerset Council take place to progress the access for Hutton Moor allotment site.</p>
49.	<p><b>To agree the Terms of Reference of The Museum Working Party</b>  The Terms of Reference of The Museum Working Party had been previously circulated with the agenda.</p> <p>The Town Clerk informed that the terms of reference required approval in order for the Museum Working Party to be able to progress the HLF project in a timely fashion.</p> <p>The Leader of the Council reminded members that it was necessary for all members of the Working Party to attend meetings and therefore, recommended that the membership be increased from 5 to 6 with a quorum of 3 members as this would allow the Working Party to move forward with pressing business.</p> <p><b>PROPOSED BY:</b> Councillor Peter Crew  <b>SECONDED BY:</b> Councillor Michal Kus</p>

	<p><b>RESOLVED:</b> That with the change of increasing the Working Party membership to 6 members with a quorum of 3, the amended Museum Working Party Terms of Reference be approved.</p>
<p>50.</p>	<p><b>Professional Services Procurement – HLF Museum Project</b> The reports from both the Responsible Financial Officer and CDM (SJ Surveyors) had been previously circulated with the agenda.</p> <p><b>i) To receive the quotation for the appointment of Architects, Mechanical and Electrical Surveyors and Quantity surveyor</b></p> <p>The Responsible Financial Officer advised that this was the next stage of the project procurement process and that out of four architects approached, only two had tendered.</p> <p><b>PROPOSED BY:</b> Councillor Peter Crew <b>SECONDED BY:</b> Councillor Mike Lyall</p> <p><b>RESOLVED:</b> To appoint:</p> <ol style="list-style-type: none"> <li>1. Chedburn &amp; Dudley Conservation Architects as Architects</li> <li>2. Mildred Howells as Quantity Surveyors</li> <li>3. Edifice Design Consulting Engineers, subject to negotiation, as Mechanical and Electrical Surveyors</li> </ol> <p>for the HLF Museum Project.</p> <p><b>ii) To confirm the appointment of Imagemakers: Extract from report of the Museum Working Party and recommendation</b></p> <p>The report of the Responsible Financial Officer had been previously circulated with the agenda.</p> <p>The report included the overall scoring process and recommendation from the Museum Working Party which requested members to formally approve the appointment of Imagemakers to RIBA stage L (complete design and installation). Following a robust procurement process, concluding that whilst not the cheapest option, they did provide the better design and demonstrated confidence that this would be delivered as such to the elected panel members. Noting that the Councils financial regulations and procurement requires best value for money and does not necessarily have to appoint the cheapest option as was the case with this appointment.</p> <p>The Responsible Financial Officer informed that that they had been advised to ‘strengthen’ the appointment of Imagemakers as designers for the HLF Project.</p> <p>The weighting of the scoring process was set at 70% financial, 15% written and 15% presentation if the lowest quote was not accepted. The Responsible Financial Officer, in answer to a question as to why finance had been given such a high weighting, informed that the theory behind the weighting of the</p>

	<p>scoring was due to there being limited budgets. Steve Matthews added that it was also based on HLF guidance, which had subsequently changed.</p> <p>The Town Clerk explained that the Working Party had felt that the only alternative bidders had not provided a proposal that was of sufficient quality to be capable of achieving success with the HLF application.</p> <p><b>RESOLVED:</b> To formally approve and confirm the appointment of Imagemakers to RIBA stage L (complete design and installation).</p>
51.	<p><b>Relocation of the Museum service during closure</b></p> <p>The Town Clerk's report had been previously circulated with the agenda.</p> <p>The Town Clerk's report recommended two options for members to consider:</p> <p>Option 1: The large first floor office 355 square feet. This would accommodate all the staff in a single office and allow for any future expansion of needs under the localism agenda. The full year cost of this would be £2,023 rental plus £5,285 service charge = £7309.45 or <b>£5482.08</b> in the current year.</p> <p>Option 2: The two small rooms on the second floor of total 322 square feet. This would accommodate the Museum staff in the larger room with the smaller room available for storage. The full year cost of this would be £1,835.40 rental plus £4,794.58 service charge = £6629.98 or <b>£4972.48</b> in the current year.</p> <p>Members were requested to note that either option would result in an over budgeted expenditure.</p> <p>The Leader of the Council felt that option 1 would accommodate staff and storage better.</p> <p>The Responsible Financial Officer clarified that either option would cost less than the £21,000 to stay in Clara's cottage.</p> <p>It was queried whether the Council should rent the offices permanently and the Town Clerk advised that the initial lease would be until 2017 and if there was a need to extend then it would need to come back to Policy &amp; Finance Committee.</p> <p>The Responsible Financial Officer informed that the NNDR costs for Clara's cottage were being challenged so that the Council would not need to pay for longer than one year.</p> <p><b>PROPOSED BY:</b> Councillor Peter Crew  <b>SECONDED BY:</b> Councillor Mark Canniford</p> <p><b>RESOLVED:</b> To select option 1: The large first floor office 355 square feet. To accommodate all the staff in a single office and allow for any future expansion of needs under the localism agenda. The full year cost of this would be £2,023 rental plus £5,285 service charge = £7309.45 or <b>£5482.08</b> in the</p>

	<p>current year from 1<sup>st</sup> July 2015 until 31<sup>st</sup> March 2017.</p> <p>That this be noted as over budgeted expenditure.</p>
52.	<p><b>Confirmation of authorised signatories for the period 2015-2019</b> The report of the Responsible Financial Officer had been previously circulated with the agenda.</p> <p><b>PROPOSED BY:</b> Councillor Clive Webb <b>SECONDED BY:</b> Councillor Peter Crew</p> <p><b>RESOLVED:</b> To approve the nominated signatory positions of:</p> <ol style="list-style-type: none"> <li>1) Mayor – Chairman of Council</li> <li>2) Deputy Mayor</li> <li>3) Leader of Council</li> <li>4) Chairman of Policy &amp; Finance Committee</li> </ol> <p>In addition it was noted that in the event of a councillor holding two of the above positions that an alternative member of Policy and Finance Committee be nominated. In this instance it was agreed that Councillor Michal Kus be the additional signatory as vice chairman of Policy and Finance Committee</p> <p>It was also agreed that those previously named on the bank mandates for the general account and the Mayors Charity account be removed and replaced with those named above.</p> <p>Therefore for the Year 2015 – 2019 the following Councillors will be authorised signatories whilst they are in post and hold the above positions:</p> <ol style="list-style-type: none"> <li>1) Councillor Raymond Armstrong – Mayor</li> <li>2) Councillor Alan Peak – Deputy Mayor</li> <li>3) Councillor Clive Webb – Leader of Council (with effect from 6<sup>th</sup> July 2015).</li> <li>4) Councillor Michael Kus – Nominated member of Policy &amp; Finance Committee (vice chairman).</li> </ol>
53.	<p><b>Clarence Park Toilet Insurance Claim</b> The Responsible Financial Officer's report was available to view at the meeting.</p> <p>The report informed that Clarence Park toilets had been badly vandalised and as a result of this being reported they had been boarded up and closed since 8<sup>th</sup> June 2015. The damage done has resulted in an insurance claim being submitted with estimates for repair costing £4,877 (net) with an estimated timescale of 3-4 weeks minimum (repair and replacement of parts time) from the time of claim being accepted and work being able to commence.</p> <p>The following options were to be considered by the committee in order to provide toilet provision in the park:-</p>

Option 1: Provide portaloos facilities (this option was not recommended by officers due to the health and safety and practical problems that may arise from this option). This would be an extra cost to the council.

Option 2: Replace the vandalised coin pay system and wall gate unit from one at Grove Park as an interim measure – this would take approximately one day to install. It would mean a reduction in units at Grove Park from 3 to 2 until the order of new parts within the insurance claim had been received.

Option 3: St Pauls church toilets be used to provide part time cover. This would mean nominal costs to be covered by the council.

Option 4: Wait for the repair of Clarence Park toilet via the insurance claim process – no facility available for park users.

The Town Clerk informed that St Pauls Church had been very helpful and advised that the nearest alternative toilet was situated on the putting green on the sea front, approximately 350 metres away.

The Leader highlighted that the Tropicana toilets were now open and that there would be portaloos in place for the Air Days event that weekend. He reported that after speaking with the café owner at Clarence Park security of the toilet and the café was being looked into, including the possibility of installing a monitor on the café and linking into the satellite on the top of the college building. The Community Response Team had been notified of the problems and were now patrolling the area.

The Responsible Financial Officer advised that nothing had been ordered as she needed to wait to acknowledge the insurance claim.

Debate ensued regarding the various options available.

A proposal for option 2 was made and seconded as set out below.

An amendment to the proposal for option 3 was made which was voted on and lost.

A second amendment to the proposal was made for option 3 whilst option 2 was pursued which was voted on and lost.

The substantive motion stood and was voted on. A vote was taken and **carried**. Accordingly it was:

**PROPOSED BY:** Councillor Peter Crew

**SECONDED BY:** Councillor Peter Fox

**RESOLVED:** That option 2, to replace the vandalised coin pay system and wall gate unit from one at Grove Park as an interim measure until the order of new parts within the insurance claim had been received, be approved.

*Councillor Clive Darke left the meeting at 8.27 pm*

54.	<p><b>Re-use of graves at Milton Road Cemetery</b></p> <p>The Responsible Financial Officer's report had been previously circulated with the agenda.</p> <p>Milton Road Cemetery had numerous (20 plus) graves which were available to be re-used, the re-use of which the Council had obtained permission for from the Diocese of Wells in July 2012.</p> <p>The current cost of exclusive rights to burial at the cemetery for a new grave was £762 for WSM residents (double fee of £1,491 for non residents).</p> <p>The Amenities Officer had researched into other charges made for the re-use of graves and there was not a consistent approach to how it was charged. Within North Somerset the charge remains the same as for a new grave, but other authorities do offer a reduced rate for the purchase of a used grave. The council had experienced enquiries about graves in the cemetery and has been asked if there is a cheaper option to the new graves as this was not affordable to them.</p> <p>Members were requested to consider and approve a charge for the re-use of existing graves from the following options suggested by the Responsible Financial Officer:</p> <p>Option 1: Re-used Grave charge at 75% of above charge £571.50 for WSM Residents</p> <p>Option 2: Re-used Grave charge at 65% of above charge £495.30 for WSM Residents</p> <p>Option 3: Re-used Grave at the same price of new graves £762.00 for WSM Residents</p> <p>Debate ensued regarding the ethics of re selling graves and the criteria for re-selling. The Responsible Financial Officer advised that graves could be resold after a period of approximately 80/90 years and that this applied to only unmarked graves with no headstones which was a nationwide practice.</p> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>RESOLVED:</b> To agree in principle the re-use of graves.</p> <p>Having taken the decision on the principle it was then:</p> <p><b>PROPOSED BY:</b> Councillor Michal Kus  <b>SECONDED BY:</b> Councillor Robert Payne</p> <p><b>RESOLVED:</b> To approve Option 1 to re-used Grave charge at 75% of above charge £571.50 for WSM Residents.</p>
	There being no further business, the Chairman closed the meeting at 8.40 pm

Signed.....  
Chairman

Dated.....