

**WESTON-SUPER- MARE TOWN COUNCIL  
MINUTES OF THE POLICY & FINANCE COMMITTEE  
MEETING HELD AT GROVE HOUSE ON  
MONDAY 22<sup>ND</sup> AUGUST 2016**

**Meeting Commenced:** 7.00 pm

**Meeting Concluded:** 8.05 pm

**PRESENT:** Councillors Clive Webb (Chairman), Roger Bailey, Peter Crew, Clive Darke, Peter Fox, Catherine Gibbons, Michal Kus, Mike Lyall, Robert Payne and Lisa Pilgrim.

**IN ATTENDANCE:** Malcolm L Nicholson (Town Clerk), Sarah Pearse (Responsible Financial Officer), Samantha Bishop (Committee Officer) and Sally Heath (Theatre Manager)

<b>83.</b>	<p><b>To receive Apologies for Absence and Notification of Substitutes</b></p> <p>Apologies for absence were received from Councillors Richard Nightingale and Mark Canniford, with no substitutions.</p>
<b>84.</b>	<p><b>To receive Declarations of Interest</b></p> <p>There were no declarations of interest received.</p>
<b>85.</b>	<p><b>To approve the minutes of the Policy &amp; Finance Committee meeting held on 13<sup>th</sup> June 2016</b></p> <p>The minutes had been previously circulated with the agenda.</p> <p><b>PROPOSED BY:</b> Councillor Michal Kus <b>SECONDED BY:</b> Councillor Roger Bailey</p> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>RESOLVED:</b> That the minutes be approved and signed by the Chairman.</p>
<b>86.</b>	<p><b>To note the minutes of the Working Party to Review Expenditure &amp; Governance 11<sup>th</sup> July 2016 (unapproved)</b></p> <p>The minutes had been previously circulated with the agenda.</p> <p>The Vice-Chairman advised that the minutes were for noting only and they were yet to be approved by the Expenditure &amp; Governance Working Party.</p> <p><b>RESOLVED:</b> That the minutes be noted.</p>
<b>87.</b>	<p><b>Monthly Financial Reports</b></p> <p>The financial reports had been previously circulated with the agenda.</p> <p><b>Monthly Financial Reports:</b></p>

	<p><b>For Approval</b></p> <p>i. Schedule of Unapproved Expenditure for May, June and July 2016</p> <p><b>PROPOSED BY:</b> Councillor Michal Kus  <b>SECONDED BY:</b> Councillor Roger Bailey</p> <p>With the exception of a typo on the Schedule of Unapproved Expenditure for July report, a vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>RESOLVED:</b> That the expenditure be approved.</p> <p><b>b) For Noting</b></p> <p>i. Bank Reconciliations for May, June and July 2016  ii. Budgetary Control Report for May, June and July 2016  iii. Bank Interest Report for May, June and July 2016  iv. Schedule of Received Income for May, June and July 2016  v. Income Analysis for 2015/16  vi. Month end overspend report for May, June and July  vii. Bad Debt for May, June and July 2016</p> <p>It was queried why figures for August and December on the Income Analysis report were not indicated. The Responsible Financial Officer would need to investigate this and report back to members at the next meeting.</p> <p>An update on the Bad Debt was requested. The Responsible Financial Officer informed that the finance team were following the council's Bad Debt policy and that the debtor had been to County Court and had started to pay the debt, but had since moved address and was now untraceable. Any information on how to contact the debtor would be happily received.</p> <p>Clarity was requested on the TIC running costs overspend (5bvi Overspend report). The Responsible Financial Officer reported that this was due to the setting up of the Visitor Information Centre and equipment costs. Officers were mindful of costs and had sourced and borrowed equipment from elsewhere to keep the costs down and were pro active in balancing income and expenditure to counter act costs.</p> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>RESOLVED:</b> That the reports be noted.</p>
<p><b>88.</b></p>	<p><b>To receive the Final Internal Audit report</b></p> <p>The Final Audit report had been previously circulated with the agenda.</p> <p>The Responsible Financial Officer advised that it had been another clean audit and overall good report with no areas for concern. Areas particularly scrutinised this year were the Cemetery and Human Resources.</p> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p>

	<p><b>PROPOSED BY:</b> Councillor Michal Kus  <b>SECONDED BY:</b> Councillor Peter Crew</p> <p><b>RESOLVED:</b> That the Final Internal Audit report be received and approved.</p>
<p>89.</p>	<p><b>To approve the Annual Performance Plan 2016/17</b></p> <p>The Annual Performance Plan had been previously circulated with the agenda accompanied by the minute extract of the recommendation by the Expenditure and Governance Working Party.</p> <p>The areas of Allotments performance indicators and Cemetery fees and charges were raised and discussed. It was requested that some more meaningful measures were needed to asses the area of Allotments and could this be actioned.</p> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>PROPOSED BY:</b> Councillor Michal Kus  <b>SECONDED BY:</b> Councillor Clive Webb</p> <p><b>RESOLVED:</b> That the Annual Performance Plan 2016/17 be approved and that the following areas for future Plans be referred to the Expenditure and Governance Working Party for review:</p> <p>Allotments performance indicators to reflect more meaningful measures  Cemetery Fees and Charges to include advertising.</p>
<p>90.</p>	<p><b>To renew the 5 year Planned Maintenance Contract</b></p> <p>An overview report from the Council's surveyor in relation to the Council's 5 Year planned maintenance contract and John West Contractors contract had been previously circulated with the agenda.</p> <p>A further report of the Responsible Financial Officer was distributed at the meeting. The report outlined a recommendation and explained that in addition to the John West contract, the council also employed the necessary Contracts Administrator/ CDM coordinator to oversee the PPM and response maintenance programs. The role was a requirement of the main contract signed with John West as advised by BPE Solicitors.</p> <p>Currently this role fell with SJ Surveyors – Steve Matthews as per the contract signed on 1st November 2012 for a period of 3 years with the option to increase to a maximum of 2 years (5 years maximum contract award).</p> <p>The performance of the recommended contractors was queried and the Responsible Financial Officer advised that there had been no complaints received and in respect of maintenance of the toilets, the contractors had performed over and above their contract requirement.</p>

	<p>In response to a request made about the surveyor's accounts and rates of pay, the Responsible Finance Officer informed that the surveyor was not reporting on himself and that that would be a separate report. In response a query about the rate of pay, the Council's surveyor charged £50 per hour which was a very competitive rate and had remained the same since first appointed.</p> <p>The Town Clerk concurred and advised that the council had first appointed the surveyor, having sought competitive quotations, in 2010 to plan and project manage the refurbishment of the Blakehay Theatre .</p> <p>In response to a request for the council's expenditure over the previous year with the surveyor, the Responsible Financial Officer said she would provide this information.</p> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>PROPOSED BY:</b> Councillor Peter Crew  <b>SECONDED BY:</b> Councillor Michal Kus</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. Approve the recommendations set out in 4.02 of SJ Surveyors report regarding the future programme and contract award.</li> <li>2. Approve the extension of John West Contract for the final year to November 2017.</li> <li>3. Approve the extension of the Contract Administrator / CDM coordinator role (S J Surveyors) for the final year to November 2017.</li> </ol>
91.	<p><b>Birnbeck Island to Uphill Beach: Consultation on CRoW Section 25A saltmarsh and mudflat exclusions</b></p> <p>The overview report and recommendation of the Town Clerk had been previously circulated with the agenda and additional plan indicating the exclusion areas was distributed at the meeting.</p> <p>The Town Clerk highlighted under the assessment section of his report that, while he did not consider the proposals to be unreasonable, there was concern that the areas may be extended in the future.</p> <p>The general consensus of members was that they were not in favour of excluding people from public areas and raised questions over how Natural England would enforce the exclusion.</p> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>PROPOSED BY:</b> Councillor Peter Crew  <b>SECONDED BY:</b> Councillor Clive Webb</p> <p><b>RESOLVED:</b> That the Town Clerk formally respond on behalf of the Council to Natural England objecting to the proposed restrictions on public access at Birnbeck Island to Uphill Beach for reasons of necessity and enforcement.</p>

<p>92.</p>	<p><b>To consider the provision of Sharps Boxes in Public Toilets</b></p> <p>The recommendation from the Community Services Committee and the report of the Community and Leisure Officer had been previously circulated with the agenda.</p> <p>Members were asked to consider the cost included within the attached report and provide instruction on the installation of sharps boxes in the public toilets.</p> <p>The Chairman of the Expenditure &amp; Governance Working Party reported that the subject had been discussed at length at a meeting and the installation of sharps boxes had been recommended to the Community Services Community. The feeling of the Working Party was that although the council did not want to be seen to encourage drug taking within the toilets, there clearly was a problem which needed to be addressed.</p> <p>The Town Clerk advised that t Grounds Administrator had consulted other councils on the subject and had received a very mixed response.</p> <p>It was suggested by a member that the Town Council should put pressure on North Somerset Council to provide a ‘safe place’ for drug activity as was practised in some other European counties, which would take the risk element away from other vulnerable toilet users such as children.</p> <p>The Responsible Financial Officer reported that since the appointment of the new cleaning contractors it had been noticed that there had been a significant drop in the number of antisocial and drug related complaints received. The Committee Officer/Office Manager concurred with this report. It was suggested that officers could monitor the nature of the calls from now until the next meeting in order for a more informed decision could be made.</p> <p>Some members felt that there was not enough evidence to support the need for providing sharps boxes and that more policing by means of community response teams and PCSOs was required.</p> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>PROPOSED BY:</b> Councillor Peter Crew  <b>SECONDED BY:</b> Councillor Peter Fox</p> <p><b>RESOLVED:</b> That any public toilet related calls be monitored by officers and reported to a future Policy &amp; Finance meeting in order for a more informed decision to be made.</p>
<p>93.</p>	<p><b>To commence the procurement of the Blakehay Theatre alterations</b></p> <p>The report of the Town Clerk outlining the background and timescale of procurement process had been previously circulated with the agenda.</p> <p>The Chairman explained that although the alterations had been formally agreed at full council, there had not been decision made on when procurement should commence.</p>

	<p>Debate ensued. Members felt that if there was budget provision then the procurement should commence as soon as possible without causing too much disruption to bookings.</p> <p>The Town Clerk advised that there were two aspects to consider. The first being the financial aspect and the need for budget provision given that this had not been budgeted for 2016/17. Secondly, to be mindful of the theatre bookings. The Theatre Manager had recommended that in order to cause the least disruption to bookings, she would recommend that the work commence in June 2017. If members wanted the procurement process to commence straight away then the earliest the work could commence would be in January.</p> <p>The Theatre Manager advised that it would not be impossible to start the work before June but in order to cause minimal disruption to bookings by customers including the college June would be her recommendation.</p> <p>The estimated timescale for the works to be carried out was 5/6 weeks.</p> <p>The Town Clerk advised that he had enquired with the Council's surveyor about the possibility of phasing the works. The advice was that this would be possible, however it would increase the overall cost of the project.</p> <p>The Responsible Financial Officer confirmed that in order to comply with procurement guidelines, the opportunity would be advertised nationally. She recommended that for cash flow reasons, to commence the project in the spring would be preferable.</p> <p>In response to a question, the Responsible Financial Officer confirmed that the use of one contractor for the whole project could be written in to the contract.</p> <p>In response to a further question, the Theatre Manager informed that she had a number of people wanting to book the theatre next year and that she was holding them off until a work commencement date was known.</p> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>PROPOSED BY:</b> Councillor Peter Fox  <b>SECONDED BY:</b> Councillor Michal Kus</p> <p><b>RESOLVED:</b> To commence the procurement process for the Blakehay Theatre alterations immediately and that financial proposals and further information be brought back for consideration at the next Policy &amp; Finance meeting.</p>
<p><b>94.</b></p>	<p><b>To approve a contractor for the repair of the Cemetery Wall</b></p> <p>The tender summary report from SJ Surveyors which recommended a contractor for the repair works had been previously circulated with the agenda.</p> <p>A member highlighted a typo on 4.01 Summary of the report which should read £34,900.00 as the lowest tender.</p> <p>The Responsible Financial Officer drew members' attention to page 13 where the costs had been outlined.</p>

	<p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>PROPOSED BY:</b> Councillor Peter Crew  <b>SECONDED BY:</b> Councillor Michal Kus</p> <p><b>RESOLVED:</b> To award the contract for the repair of the Cemetery Wall to S M Babbage Ltd at the cost of £34,900.00.</p>
<p><b>95.</b></p>	<p><b>2016 Consultation on Police and Crime Commissioner’s Priorities</b></p> <p>The consultation and the outlining report of the Town Clerk recommending members to consider the paper and formulate responses to the Police and Crime Commissioner regarding the proposed police vision and priorities had been previously circulated with the agenda.</p> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>PROPOSED BY:</b> Councillor Peter Fox  <b>SECONDED BY:</b> Councillor Michal Kus</p> <p><b>RESOLVED:</b> That the Town Clerk formally respond on behalf of the Council that they broadly support the priorities but would like to see more detail and emphasis on anti social and drug related crime issues.</p>
	<p>There being no further business, the Chairman closed the meeting at 8.05 pm</p>

Signed.....  
Chairman

Dated.....