

**WESTON-SUPER- MARE TOWN COUNCIL
MINUTES OF THE POLICY & FINANCE COMMITTEE
MEETING HELD AT GROVE HOUSE ON
MONDAY 25th APRIL 2016**

Meeting Commenced: 7.00 pm

Meeting Concluded: 7.38 pm

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

IN ATTENDANCE: Malcolm L Nicholson (Town Clerk), Sarah Pearse (Responsible Financial Officer), Tricia Brabham (Committee Officer) and Sarah Robinson (Weston, Worle & Somerset Mercury).

371	To receive Apologies for Absence and Notification of Substitutes There were no apologies for absence received. Councillor Catherine Gibbons was not in attendance.
372	To receive Declarations of Interest There were no declarations of interest received.
373	To approve the minutes of the Policy & Finance Committee meeting held on 22nd February 2016 The minutes had been previously circulated with the agenda. PROPOSED BY: Councillor Michael Kus SECONDED BY: Councillor Peter Crew A vote was taken and carried . Accordingly it was: RESOLVED: That the minutes be approved and signed by the Chairman.
374	To note the minutes of the Working Party to Review Expenditure & Governance 7th March 2016 The minutes had been previously circulated with the agenda. RESOLVED: That the minutes be noted.
375	Monthly Financial Reports The financial reports had been previously circulated with the agenda. a) For Approval i) Schedule of Unapproved Expenditure for February 2016 PROPOSED BY: Councillor Michael Kus SECONDED BY: Councillor Peter Crew

	<p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED: That the report be approved.</p> <p>b) For Noting</p> <ul style="list-style-type: none"> i) Bank Reconciliations for February 2016 ii) Budgetary Control Report for February 2016 iii) Bank Interest Report for February 2016 iv) Schedule of Receipted Income for February 2016 v) Income Analysis for 2015/2016 vi) Month end overspend report, period February 2016 <p>In response to a question the Responsible Financial Officer advised that £94,000 had been budgeted for planned and reactive maintenance. An increase in reactive spending on public conveniences would slow down planned spending. This would be carefully managed so only the smaller planned maintenance jobs would potentially be affected.</p> <p>PROPOSED BY: Councillor Michal Kus SECONDED BY: Councillor Peter Crew</p> <p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED: That the reports be noted.</p>
<p>376</p>	<p>Bad Debt Policy</p> <p>The Bad Debt Policy had been previously circulated with the agenda.</p> <p>The Responsible Financial Officer advised members that the Bad Debt Policy had been recommended to the Committee by the Working Party to review Expenditure and Finance.</p> <p>PROPOSED BY: Councillor Michal Kus SECONDED BY: Councillor Peter Crew</p> <p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED: That the Bad Debt Policy as circulated be approved.</p>
<p>377</p>	<p>Internal Audit Report- 3rd Interim visit 2015/16</p> <p>The Internal Audit report had been previously circulated with the agenda.</p> <p>The Responsible Financial Officer advised members that the report followed the third visit of the auditors and included an update on progress on previous recommendations. There would be a final visit in May 2016 for year end procedures.</p> <p>PROPOSEDBY: Councillor Michal Kus SECONDED BY: Councillor Peter Crew</p>

	<p>A vote was taken and carried. Accordingly it was</p> <p>RESOLVED: That the Internal Audit Report be approved.</p>
<p>378</p>	<p>Final Earmarked Reserves for 2016/17</p> <p>The report of the Responsible Financial Officer had been previously circulated with the agenda.</p> <p>The Responsible Financial Officer advised members that a £4,000 saving had been made on planned maintenance.</p> <p>PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Roger Bailey</p> <p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED: That the Final Earmarked Reserves requirements for the year 2016/17 be approved.</p>
<p>379</p>	<p>Installation of Gas Supply to Grove House</p> <p>The report of the Town Clerk was tabled at the meeting.</p> <p>The Town Clerk advised members that Councillor Bailey had requested that the Town Clerk investigate the installation of a gas supply to Grove House. The Council had recently signed a 25 year lease for Grove House. It currently had night storage heating which had been reinstalled 3 or 4 years ago. A gas pipe from the road to Grove House would need to be installed by Wales and West Utilities. The quote for this was £10,627 excluding VAT. This did not include a meter. The Council would also have had to procure and install a gas boiler and central heating system, estimated at £5,500 in addition to the supply cost.</p> <p>For an average 3 bedroom semi-detached home which was the nearest comparison available, the Energy Saving Trust estimated that the approximate running cost of an efficient modern home would be £853 for gas and £1263 for electricity night storage per year. This would give a saving of £400 a year.</p> <p>Permission would also be required from North Somerset Council as the land owner and the Highways Authority would require 90 days notice of the work being carried out.</p> <p>Debate ensued. The high installation costs were discussed in comparison to the small savings and the uncertainty of gas and electricity prices in the future. The likelihood that any boiler installed would need to be replaced at a later date would be a further cost to be deducted from any potential savings.</p> <p>In response to a question by a member, the Town Clerk advised that the gas engineer had advised against the use of Liquefied petroleum gas (LPG).</p> <p>The possibility of installing solar panels to Grove House to reduce energy costs was discussed, and what the issue of Grove House being in a conservation area may have on the possibility of installing them.</p>

	<p>PROPOSED BY: Councillor Peter Fox SECONDED BY: Councillor Roger Bailey</p> <p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED: That the proposal for a gas connection is not pursued further but that the possibility of installing solar panels to reduce energy costs be investigated and reported to a future meeting.</p>
<p>380</p>	<p>Imagemakers – mobilisation order for the HLF Museum Project</p> <p>The report of the Responsible Financial Officer was tabled at the meeting.</p> <p>The Responsible Financial Officer informed members that Imagemakers had undertaken the procurement for the installation of audio visual hardware and the fabrication and fit out of exhibition galleries.</p> <p>The Heritage Lottery Fund (HLF) had advised that the tender for these should be considered with the tender for the main build to ensure any design changes would be done across all elements of the project.</p> <p>The Imagemakers had requested that £10,000 be awarded to the fabrication fit out – Beaufort Bespoke. In addition to committee approval this process would need to be approved by the HLF prior to any order being placed.</p> <p>PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Michal Kus</p> <p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED: That the £10,000 purchase order to Beaufort Bespoke (Bristol) be approved subject to HLF approval.</p>
<p>381</p>	<p>Draft Calendar of Meetings</p> <p>The report of the Town Clerk had been previously circulated with the agenda.</p> <p>The Town Clerk had advised that the calendar of meetings followed the same pattern as last year, the only change being that the September Policy and Finance Committee would not be needed as the audit report could go to Town Council instead.</p> <p>PROPOSED BY: Councillor Michal Kus SECONDED BY: Councillor Peter Crew</p> <p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED: That the draft calendar of meetings be recommended to the Town Council for approval.</p>
	<p>There being no further business, the Chairman closed the meeting at 7.38 pm</p>

Signed.....
Chairman

Dated.....