

**WESTON-SUPER- MARE TOWN COUNCIL
MINUTES OF THE POLICY & FINANCE COMMITTEE
MEETING HELD AT THE TOWN HALL ON
MONDAY 24TH APRIL 2017**

Meeting Commenced: 7.00 pm

Meeting Concluded: 8.10 pm

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

IN ATTENDANCE: Councillor Anita Spencer-Johns, Malcolm L Nicholson (Town Clerk), Sarah Pearse (Responsible Financial Officer), Samantha Bishop (Committee Officer), Helen Morton (Finance Officer, Sally Heath (Blakehay Supervisor), Tricia Brabham (Communications Officer), Steve Matthews (SJ Surveyors) and Alun Davies (Policy and Strategy Development Officer, People and Communities, North Somerset Council).

333.	<p>To receive Apologies for Absence and Notification of Substitutes</p> <p>Apologies for absence were received from Councillor Sarah Codling.</p>
334.	<p>To receive Declarations of Interest</p> <p>There were no declarations of interest received.</p>
335.	<p>To approve the minutes of the Policy & Finance Committee meeting held on 20th February 2017</p> <p>The minutes had been previously circulated with the agenda.</p> <p>PROPOSED BY: Councillor Michal Kus SECONDED BY: Councillor Clive Darke</p> <p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED: That the minutes be approved and signed by the Chairman.</p>
336.	<p>To note the minutes of the Working Party to Review Expenditure & Governance 16th January 2017 (approved) and the 13th March 2017 (unapproved)</p> <p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED: That the minutes be noted.</p>
337.	<p>Engagement on the Future of Weston General Hospital</p> <p>The Chairman invited Alun Davies, Policy and Strategy Development Officer, People and Communities, North Somerset Council to present to the meeting.</p>

<p>Alun began by apologising to members for the confusion regarding the presentation and for the absence of his National Health Service colleagues to which he would now deliver the presentation. He further apologised for not being able to make the Town Council meeting in March. He hoped that he could answer any questions members had and would capture any comments to be included with the consultation process.</p> <p>Alun advised that a presentation on Weston General Hospital at the heart of the community had been previously circulated to members to which explained ‘the vision’ to keep Weston General Hospital at the heart of the community providing the best possible health and care services for patients, carers, their families and staff for decades to come.</p> <p>He gave the background on how the North Somerset Sustainability Board and local health and social care organisations were working together to develop a programme. The input of the CLG (Clinical Leadership Group) which was created to examine the key elements of the health care system and develop initial ideas for improving patient journeys. He informed of the purpose of the engagement process and how it would work. There would be a CCG (Clinical Commissioning Group) board meeting at the end of May which would then trigger a full consultation process, depending on the comments received. The effects of the ageing and diverse population which was higher than average in North Somerset and the difficulties with recruitment and retention of doctors being the smallest acute hospital trust in England. And the significant deficit which would grow year on year unless changes were made to services.</p> <p>He then advised of the CCG’s four main ideas:</p> <ol style="list-style-type: none">1. Change the urgent and emergency care service model overnight from 10pm – 8am2. Bring back day to day planned operations to Weston General Hospital3. Transfer some emergency surgery to other hospitals4. Increase the number of beds in the critical care unit either High Dependency Unit (HDU) or Intensive Therapy Unit (ITU). <p>Alun had been assured by his health service colleagues that the hospital was not closing and that the 4 ideas were based on models that had been used elsewhere. Any serious respiratory cases would be directed to either Bristol or Somerset.</p> <p>Alun then invited questions and comments from members which were expressed as follows.</p> <p>There were concerns regarding the effectiveness of the ambulance service and their ability to get children and elderly people to Bristol in a safe window of time. This was not considered a viable option.</p> <p>The publicity of this was already having an adverse effect. Estate agents</p>

	<p>were seeing people put off the idea of living in Weston because of its insufficient health service.</p> <p>A member who declared he worked for the NHS and did not want to comment directly on the proposals, informed that medical professionals were not attracted to work in Weston and so there was an argument that people would want to be taken to the place they would receive the best care.</p> <p>Comments were made in relation to the lack of GPs working in Weston and the crisis this caused. Alun responded by explaining that the primary care service was a national concern and that the CCG were looking at it and developing a plan to try and tackle it.</p> <p>A member understood that the lack of GP provision was a national service but wanted to add weight to the concern by the reminding of the 9,000 houses proposed for Weston and the extra strain on services this would cause.</p> <p>A member asked where a heart attack patient would be taken after the change in the urgent and emergency care service model overnight. Alun would consult with his health service colleague Colin Bradbury and report the information back to the council.</p> <p>Before any changes were made, it had to be proven that patients could be transported successfully and that the ambulance service was capable of this.</p> <p>A member had attended Heath Watch Board meetings for Bristol hospital and had witnessed the dramatic turn around they had made on their services over the past 4 years and felt that this information should be shared with Weston to be replicated. Alun advised that partnership working with Bristol was being pursued and that James Rivers a health service colleague was greatly committed to this.</p> <p>Since the ambulance service provider had changed, the service had worsened, however other services like the first response teams had greatly improved. There was also a need for waste and loss to be addressed within the hospital, in respect of there being too many administrators and not enough health care professionals.</p> <p>There was a fear that the more the hospital services were trimmed down the less attractive it would be for health care professionals to work in Weston and it would be a path of no return as a General Hospital.</p> <p>Alun Davies thanked members for the opportunity to present and assured that all comments would be fed back into the consultation process.</p> <p><i>Alun Davies left at 7.43 pm.</i></p>
<p>338.</p>	<p>Monthly Financial Reports: January & February 2017</p> <p>a) For Approval Schedule of Unapproved Expenditure</p>

<p>338.1</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 expenditure be approved.</p> <p>b) For Noting</p> <ul style="list-style-type: none"> i. Bank Reconciliations ii. Budgetary Control Report iii. Bank Interest Report iv. Schedule of Receipted Income v. Income Analysis vi. Overspend Month end overspend report <p>A vote was taken and carried. Accordingly it was:</p>
<p>338.2</p>	<p>RESOLVED: That the reports 5b i – vi be noted.</p>
<p>339.</p>	<p>To approve the Planned Preventative Maintenance Contract for 2017/2018</p> <p>The Planned Programme Maintenance (PPM) from SJ Surveyors had been previously circulated to members.</p> <p>The Chairman invited Steve Matthews to present his report to the committee.</p> <p>Steve directed members to section 1 of the report which gave a summary and summaries the cost to open the door on the Town Council facilities. He explained that the same exercise as the previous year had been undertaken.</p> <p>A member queried the £1 coin redesign and suggested if a sticker could be used on the toilets coin machines to alleviate any issue with the new coin. In response the Responsible Financial Officer informed that Grove Park toilets will accept a new £1 coin, it had been tested and no reports of problems had been received.</p> <p>The Town Clerk advised that members were requested to specifically approve sections 5.2 Planned Maintenance Works (Year 1 (2017-18) and 6.1 Planned Maintenance Programme of the report.</p> <p>A member raised concern over the necessity of some of the elements within the report and suggested that the Council needed to be mindful that expenditure was only made if it was necessary, rather than ‘nice to do’, expenditure.</p> <p>In response, a member explained that the schedule of planned maintenance works for future years after 2017/18 was subject to budget provision being made. Following the current year it would be at the discretion of the committee to approve expenditure on maintenance on an annual basis.</p>

	<p>Steve Matthews drew members’ attention to the Planned Maintenance Programme Summary which had been trimmed down based on budget provision.</p> <p>The Responsible Financial Officer advised that the report was also based on consulting with all service area managers and had been phased over a 5 year period.</p> <p>In response to a question it was confirmed that the total expenditure for toilet vandalism over the last 2 years was £25,000.</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 Planned Programme Maintenance Report and specifically 5.2 Planned Maintenance Works (Year 1 (2017-18) and 6.1 Planned Maintenance Programme be approved.</p>
<p>340.</p>	<p>Christmas Lights Contract – Renewal</p> <p>The Town Clerk’s report had been previously circulated with the agenda. The report recommended members to agree to activate the provision extension of the current contract with Lamps and Tubes Limited for hire of Christmas lights from 3 to 5 years, covering Christmas seasons 2017-2018.</p> <p>The Town Clerk informed that he was happy to recommend the renewal.</p> <p>A member questioned the annual cost of the lights from last year to which the Town Clerk advised the budget was £33,800 last year and £34,400 this year. He added that it had been a full council decision in 2009 to contract out the provision of Christmas lights.</p> <p>PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Richard Nightingale</p> <p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED: To agree to activate the provision for extension of the current contract with Lamps and Tubes Limited for hire of Christmas Lights from 3 to 5 years, covering Christmas seasons 2017-2018.</p>
<p>341.</p>	<p>Health and Safety and Employment Law Contract – Early Renewal Proposal</p> <p>The Town Clerk’s report had been previously circulated with the agenda which recommended members to renew the contract with Ellis Whittam for 5 years (4 year extension).</p> <p>The Town Clerk added that Ellis Whittam provided a helpful and useful service and had just reached the end of its 2nd year of contract.</p> <p>A member queried whether writing employment contracts was contacted</p>

	<p>out and how many employees the council had. In response, the Responsible Financial Officer advised that in a Health & Safety capacity, Ellis Whittam acted as the competent person and assisted with all risk assessments, the council had 54 employees on the payroll including casual staff and 170 Museum volunteers. She added that Ellis Whittam were in comparison to the previous contract suppliers, very usable and helpful.</p> <p>The Town Clerk confirmed that the council wrote its own employment contracts based on models and advice provided by Ellis Whittam.</p> <p>A member felt that the contract was good value for money in comparison to what the council would have to pay to employ a member of staff for this advice and suggested approval of a 5 year contract, with a break clause in order to accommodate a change in personnel.</p> <p>PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Mark Canniford</p> <p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED: To renew the contract with Ellis Whittam for 5 years (4 year extension) with a break clause.</p>
<p>342.</p>	<p>The Blakehay Theatre – Signage</p> <p>The minute extract from the Blakehay Theatre Marketing Working Party (unapproved) which recommended that their chosen logo and costings for banners and signs be referred to the Policy & Finance Committee, had been previously circulated with the agenda.</p> <p>The Responsible Financial officer advised that unspent funds had been identified within the Tourism & Marketing budget that could be vired to the Blakehay if the Committee wished.</p> <p>Discussion ensued regarding the details of the exterior and interior painting and the chosen logo.</p> <p>PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Peter Fox</p> <p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED: That £3,600 be vired from the Tourism & Marketing budget to the Blakehay Theatre budget to fund replacement of the signs, banners and exterior and interior painting with the new logo.</p>
<p>343.</p>	<p>Extension of Cleaning Contract</p> <p>A report by the Responsible Financial Officer was available at the meeting which informed that the following cleaning operations were now undertaken via contract cleaners and were due to expire within the below periods:</p> <ol style="list-style-type: none"> 1. Grove House & Grove Lodge – extended month on month

<p>343.1</p> <p>343.2</p>	<p>contract until a full procurement process is undertaken.</p> <ol style="list-style-type: none"> 2. Public Conveniences – extended contract until October 2017 (previously approved) and currently with Weston Support Services 3. Museum – Business plan approval granted for outsourcing of cleaning to meet business needs. <p>The report recommended that in order to provide best value for money that all three of the above operations are procured at the same time via a full tendering process, as per financial regulations. It was suggested that this should be for a minimum of 3 years (with option to extend to a further 2 years) in line with similar contracts the council had. The specification would be considered by the individual service managers to ensure it met the needs of the council in all areas.</p> <p>The Responsible Financial Officer informed members that this would incur a budget overspend.</p> <p>A member queried why the Blakehay Theatre had not been included to which the Responsible Financial Officer advised that this was because there was an employed member of staff who had been transferred from the Museum and that this would create a human resources issue.</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:</p> <ol style="list-style-type: none"> 1. To approve the extension of the Grove House & Grove Lodge cleaning on a month to month basis until a full procurement exercise has been undertaken. 2. To note that a full procurement exercise would commence at the beginning of May to include all three cleaning operations at Grove House & Grove Lodge, Public Conveniences and the Museum. This would be a fixed term contract for a period of 3 years with an option to extend for a further 2 years.
	<p>There being no further business, the Chairman closed the meeting at 8.10 pm</p>

Signed..... Dated.....
 Chairman