

**WESTON-SUPER-MARE TOWN COUNCIL  
MINUTES OF THE POLICY & FINANCE COMMITTEE  
MEETING HELD AT GROVE HOUSE ON  
MONDAY 21<sup>ST</sup> AUGUST 2017**

**Meeting Commenced:** 7.00 pm

**Meeting Concluded:** 7.22 pm

**PRESENT:** Councillors Clive Webb (Chairman), Roger Bailey, Peter Crew, Peter Fox, Catherine Gibbons, Michal Kus, Michael Lyall and Ian Porter (S).

**IN ATTENDANCE:** Malcolm L Nicholson (Town Clerk), Sarah Pearse (Responsible Financial Officer), Samantha Bishop (Committee Officer), and Brianna Millett (Weston & Somerset Mercury).

<b>133</b>	<p><b>To receive Apologies for Absence and Notification of Substitutes</b></p> <p>Apologies for absence were received from Councillors Mark Canniford, Clive Darke and Lisa Pilgrim with no substitutions.</p> <p>Apologies for absence were received from Councillor Richard Nightingale who was substituted by Councillor Ian Porter.</p>
<b>134</b>	<p><b>To receive Declarations of Interest</b></p> <p>There were no declarations of interest received.</p>
<b>135</b>	<p><b>To approve the minutes of the Policy &amp; Finance Committee meeting held on 19<sup>th</sup> June 2017</b></p> <p>The minutes had been previously circulated with the agenda.</p> <p><b>PROPOSED BY:</b> Councillor Peter Crew <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> <p>A member requested an update on the Museum doors situation. The Responsible Financial Officer confirmed that the new doors had been received but would not be fitted until January 2018 and that the council was pursuing the insurance claim with the architects.</p> <p>The Town Clerk added that the architects had agreed that they would be paying for the replacement doors.</p>
<b>136</b>	<p><b>To note the minutes of the Working Party to Review Expenditure &amp; Governance 15<sup>th</sup> May 2017 (approved) and the 3<sup>rd</sup> July 2017 (unapproved)</b></p> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>RESOLVED:</b> That the minutes be noted and track changes be removed.</p>

<p>137</p>	<p><b>Monthly Financial Reports: May &amp; June 2017</b></p> <p><b>a) For Approval</b>  Schedule of Unapproved Expenditure</p> <p><b>PROPOSED BY:</b> Councillor Michal Kus  <b>SECONDED BY:</b> Councillor Peter Crew</p> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>RESOLVED:</b> That the Schedule of Unapproved Expenditure for May &amp; June 2017 be approved.</p> <p><b>b) For Noting</b></p> <ul style="list-style-type: none"> <li>i. Bank Reconciliations</li> <li>ii. Budgetary Control Report</li> <li>iii. Bank Interest Report</li> <li>iv. Schedule of Receipted Income</li> <li>v. Income Analysis</li> <li>vi. Overspend Month end report (none to report)</li> </ul> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>RESOLVED:</b> That reports 7b i – vi for May &amp; June 2017 be noted.</p>
<p>138</p>	<p><b>Procurement</b></p> <p>Tender reports for the following had been previously circulated with the agenda. Each report was structured to include:</p> <ul style="list-style-type: none"> <li>1.0 Introduction;</li> <li>2.0 Technical Report;</li> <li>3.0 Financial Report;</li> <li>4.0 Quality Submission Report;</li> <li>5.0 Interview; and finally</li> <li>6.0 Summary and Recommendations</li> </ul> <p>The Town Clerk advised that although there was a scoring process, the committee was not strictly bound to pick the highest scoring contractor. However they would need a valid reason recorded as to why they were not selected.</p> <p>6.1 Medium-term contracts building and maintenance</p> <p><b>PROPOSED BY:</b> Councillor Peter Crew  <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 John West (contractors) Ltd be appointed under the Medium-term contracts building and maintenance contract.</p> <p>6.2 Quantity Surveyor</p>

<p><b>PROPOSED BY:</b> Councillor Peter Crew <b>SECONDED BY:</b> Councillor Michal Kus</p> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>RESOLVED:</b> That Mildred Howells be appointed under the Quantity Surveyor contract.</p> <p>6.3 Building surveying services</p> <p><b>PROPOSED BY:</b> Councillor Peter Crew <b>SECONDED BY:</b> Councillor Ian Porter</p> <p>A member queried the types of questions asked during the interview and whilst agreed that it was assuring to receive continuity of service, was the current service adequate.</p> <p>The Responsible Financial Officer informed that there were ten different questions asked ranging from experience, knowledge, call outs, heritage, staffing, understanding of local government and Town Council properties.</p> <p>A member on the interview panel explained that other companies that were not local would charge for call outs and that the council had always had a good response from the current contractor.</p> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>RESOLVED:</b> That S J Surveyors be appointed under the Building surveying services contract.</p> <p>6.4 Grove House and Grove Lodge external decorations</p> <p>A member queried what external decorations were required to which the Responsible Financial Officer advised that windows and facias at both Grove House and Grove Lodge needed replacing.</p> <p><b>PROPOSED BY:</b> Councillor Michal Kus <b>SECONDED BY:</b> Councillor Ian Porter</p> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>RESOLVED:</b> That negotiations be entered into with Kenick Services Ltd to confirm start dates, the extent of the works and Health and Safety proposals.</p> <p>6.5 Cleaning contract</p> <p>It was queried that one contractor had quoted the lowest price but had then scored less well on quality and very poorly at interview. A member of the interview panel informed that that contractor had admitted that cleaning would be a new venture for him. Moreover he would control the contract from London and would employ staff to do the work once he had been awarded the contract. While he was very enthusiastic this approach did not</p>
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	<p>fill the panel with confidence that he had the knowledge to perform the contract well.</p> <p>Concern was expressed that the highest scoring contractor, recommended for approval, was run by a member of the council which might be thought to be a conflict of interest. Another member suggested that they would feel extra obliged to provide a good service.</p> <p><i>Councillor Robert Payne joined the meeting at 7.20 pm</i></p> <p>The Town Clerk advised that while he had not been involved with the procurement process for this contract, the quality of service provided was crucial with this contract given past experience with public toilet cleaners and the potential for public complaints. In addition quality was especially important when cleaning Grove House and the Mayor's Parlour.</p> <p>A member voiced that while he did not have an issue with a contract being awarded to the best contractor, he was concerned whether using a contractor owned by a member would hinder the council in anyway.</p> <p>The Town Clerk advised that it was imperative that the councillor concerned had no direct or indirect involvement with the decision. However from his experience as a former Monitoring Officer working with the Standards Board, awarding a contract to a company part owned by a member would not in itself hinder the council. Unless they were close personal friends with the member concerned, there was no reason why other councillors could not award the contract to that company merely because they were members of the council or of the same political party.</p> <p><b>PROPOSED BY:</b> Councillor Roger Bailey  <b>SECONDED BY:</b> Councillor Peter Fox</p> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>RESOLVED:</b> That Weston Support Services be awarded the contract for cleaning services for the council as detailed in the specification (Public Toilets/Museum/Grove House and Grove Lodge).</p>
	<p>There being no further business, the Chairman closed the meeting at 7.22 pm</p>

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