

**WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE POLICY & FINANCE COMMITTEE
MEETING HELD AT GROVE HOUSE ON
MONDAY 25TH JUNE 2018**

Meeting Commenced: 7.00 pm

Meeting Concluded: 7.42 pm

PRESENT: Councillors Clive Webb (Chairman), Mark Canniford, Peter Crew, Peter Fox, Catherine Gibbons, Denise Hunt, Michal Kus, Richard Nightingale and Robert Payne.

IN ATTENDANCE: Malcolm L Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk/RFO) Samantha Bishop (Committee Officer) and Sarah Robinson (Weston Mercury). Jamie Russel, Jeanette Love, Kelly Williams, Barry Edwards (Churches Together/Friends Meeting House) and Joe Heslop (YMCA) were all in part attendance for agenda item 11.

43.	<p>Election of Chairman</p> <p>The Town Clerk invited nominations for the position of Chairman.</p> <p>PROPOSED BY: Councillor Michal Kus SECONDED BY: Councillor Roger Bailey</p> <p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED: That Councillor Clive Webb be elected Chairman of the Policy & Finance Committee for the year 2018/19.</p> <p>Councillor Webb took his place as Chairman of the meeting.</p> <p><i>Councillor Mark Canniford joined the meeting at 7.01 pm.</i></p> <p>The Chairman informed of the very sad news that Councillor Freddie Parsons had sadly passed away the previous day and asked the meeting to remember him by holding a minute's silence.</p>
44.	<p>To receive Apologies for Absence and Notification of Substitutes</p> <p>Apologies for absence were received from Councillor Clive Darke and from Lisa Pilgrim.</p>
45.	<p>Election of Vice Chairman</p> <p>The Chairman invited nominations for the position of Vice Chairman.</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 Councillor Michal Kus be elected Vice Chairman of the Policy & Finance Committee for the year 2018/19.</p>
46.	<p><i>Standing Orders were suspended at 7.04 pm</i> in order to invite those in attendance to address the meeting.</p> <p>Jamie Russel a volunteer working with the homeless and supporter of the night shelter project addressed the meeting. He informed of his background which found himself homeless at one stage. He could therefore, from a personal experience stress how beneficial providing a night shelter and assessment centre would be. He explained how it was important for rough sleepers to have boundaries and rules to follow as this helped them take responsibility. He was pleased to see that the plans incorporated an assessment centre as there was a seriously large element of mental illness associated with rough sleeping. He spoke of the importance of avoiding shock situations when reintroducing people back into rehabilitation as this could spark fear and have the adverse effect. There was an element of attention seeking associated with rough sleeping which could become addictive. The turning point for him was when he realised that the only person that could help him was himself and not the world owing him a favour. This was where the importance of an in-between service needed to be implemented after initial assessment.</p> <p>A member suggested that Jamie should be involved with the project as he was an advocate and a great example of turning his life around as a result of the support he had sought.</p> <p>Barry Edwards of Churches Together/Friends Meeting House concurred that there was a gap in provision, which this project would serve.</p> <p><i>Standing orders were resumed at 7.15 pm.</i></p>
47.	<p>To receive Declarations of Interest</p> <p>There were no declarations of interest received.</p>
48.	<p>To approve the minutes of the Policy & Finance Committee meeting held on 23rd April 2018</p> <p>The minutes had been previously circulated with the agenda.</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 minutes be approved and signed by the Chairman.</p>
49.	<p>The minutes of the Working Party to Review Expenditure & Governance</p> <p>Both sets of minutes had been previously circulated with the agenda. A member queried whether a meeting with Evosite had happened. The Town</p>

	<p>Clerk confirmed that it had and that a proposal was being reported to the Expenditure & Governance Working Party on 2nd July.</p> <p>RESOLVED: That the minutes of the of the Working Party to Review Expenditure & Governance held on 23rd April 2018 (approved) and 14th May (unapproved) be noted.</p>
<p>50.</p>	<p>The Chairman brought forward item 11 for discussion at this point in the meeting.</p> <p>Night Shelter for Rough Sleepers</p> <p>The Town Clerk’s report had been previously circulated with the agenda.</p> <p>The Town Clerk advised that his report was a covering report on the background to the proposal and the Council’s position.</p> <p>The Council had made provision within its 2018/19 budget of a sum of £25,000 towards homelessness. The Policy & Finance Committee had then agreed that this sum should be targeted at the specific project of establishing a night shelter for rough sleepers.</p> <p>A proposal had now been received from Penny Hynds, independent management consultant for the Steering Group, to establish a Night Assessment Centre on a trial basis for 12 to 15 weeks in 2019.</p> <p>Penny’s report had been previously circulated where a number of funding sources had been identified and with a recommendation. Members were requested to consider the report and give further instruction on how they wished to proceed.</p> <p>Debate ensued. A member was pleased to see a coordinated approach after fear of duplication.</p> <p>PROPOSED BY: Councillor Michal Kus SECONDED BY: Councillor Nightingale</p> <p>To release the monies as identified £17,500 from the £25,000 approved award as per the identified need within the report and that the surplus monies from this award be put in an earmarked reserve for use as and when required for the project upon receipt of evidence of how it would be spent.</p> <p>The seconder endorsed the proposal and added that he would like to see the assessment centre as a permanent service. He had every faith in the people behind the project that they would be able to make this happen.</p> <p>The committee was asked to be mindful that consideration needed to be given to people living nearby the centre.</p> <p>In response to a question, the Town Clerk advised that the Steering Group had an open invitation for members to attend meetings.</p>

	<p>Further debate ensued. The Town Council should be supporting this project for future years and making it a permanent service. The professionalism of the report was complimented and all involved in its preparation were congratulated.</p> <p>The need to emphasise the importance of no. 5 of the principles and guidelines that the night centre will adopt was stressed. This was that ‘the service will be a pathway focused to ensure the progression of people to support and enable them to move on in their lives.’</p> <p>For administration purposes the Deputy Town Clerk asked for clarity on what monies would be released from the £25,000 approved award and it was confirmed that this would be as identified in the report submitted.</p> <p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED: To release the monies as identified in the report £17,500 from the £25,000 approved award as per the identified need within the report and that the surplus monies from this award be put in an earmarked reserve for use as and when required for the project upon receipt of evidence of how it would be spent.</p> <p><i>Jamie Russel, Jeanette Love, Kelly Williams, Barry Edwards and Joe Heslop all left the meeting at 7.27 pm.</i></p>
<p>51.</p>	<p>Monthly Financial Reports: January and February 2018</p> <p>a) For Approval Schedule of Unapproved Expenditure</p> <p>PROPOSED BY: Councillor Michal Kus SECONDED BY: Councillor Roger Bailey</p> <p>A vote was taken and carried. Accordingly it was:</p> <p>51.1 RESOLVED: That the Schedule of Unapproved Expenditure for March and April 2018 be approved.</p> <p>b) For Noting</p> <ol 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 Report <p>It was requested that the Blakehay Theatre bar should be discussed by the Expenditure & Governance Working Party.</p> <p>A number of points in the financial reports were noted. Although the toilets had encountered some problems they had still cost the council less than North Somerset Council. Parks and Play areas had been active with new equipment and refurbishments being undertaken within budget. Takings at the water park had increased as a result of tourism promotion.</p>

	<p>A member contested the comment made regarding toilets and suggested that a public survey should be undertaken to assess the usage and public satisfaction in the service.</p> <p>It was reported that members of the public were hopping over the back wall of the water park. Another member advised that this was being dealt with.</p> <p>A request was made that a full management report of income against expenditure for all areas be submitted for future meetings. The Deputy Town Clerk informed that members had previously requested a summary, however a full report could be taken to Expenditure & Governance in future if desired.</p> <p>PROPOSED BY: Councillor Michal Kus SECONDED BY: Councillor Roger Bailey</p> <p>A vote was taken and carried. Accordingly it was:</p> <p>51.2 RESOLVED: That reports 5b i – vi for March and April 2018 be noted.</p>
<p>52.</p>	<p>Year End Accounts for the year ending 31.03.18</p> <p>The Year End Accounts, Accounting Statements and Annual Return had been previously circulated with the agenda.</p> <p>The Deputy Town Clerk advised that the council had changed its auditor and as part of the audit requirement, members were requested to approve as per the agenda stated.</p> <p>A member highlighted that a name change was required on the list of councillors on the Statement of Accounts which still referred to Councillor Mead. The Deputy Town Clerk apologised and said she would rectify this.</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> <ul style="list-style-type: none"> a) That the Accounting Statements (AGAR – Annual return) had been considered fully by the members of the committee as presented at the meeting. b) That the Accounting Statements (AGAR – Annual return) for the year ending 31st March 2018 be approved c) That the Annual Governance and Accountability Return (AGAR) be duly signed and that the Governance statement (page 4) be completed as agreed (boxes 11-8 = Yes and box 9 = Not applicable) having been considered by the committee. d) That the accompanying Statement of Accounts (not audited) be duly received and noted as supporting documents to the (AGAR – Annual return)

<p>53.</p>	<p>Internet Payments</p> <p>The recommendation from the Expenditure and Governance Working Party Meeting on 14th May 2018 had been previously circulated. To purchase three credit cards with a set limit of £2,000, held by the Town Clerk, Deputy Town Clerk and The Museum due to their level of internet expenditure compared to other departments.</p> <p>The Deputy Town Clerk informed that the committee were asked to ratify the decision made by the Expenditure and Governance Working Party. A request was made for a report back to the committee in 6 months time.</p> <p>PROPOSED BY: Councillor Roger Bailey SECONDED BY: Councillor Michal Kus</p> <p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED: That three credit cards with be obtained with a combined (total) credit limit of £2,000 to be determined at the discretion of the Deputy Town Clerk.</p>
<p>54.</p>	<p>To receive the Planned Maintenance proposals for 2018/19 and relevant update</p> <p>The Planned Maintenance (PPM) proposals for 2018/19 had been previously circulated with the agenda.</p> <p>The Deputy Town Clerk explained that this was part of the five year plan and a list of items to be undertaken within the financial year. Members' approval was needed and works would be staggered through out the year.</p> <p>The Deputy Town Clerk clarified that the figure for Canberra Road refurbishment was £90,000.</p> <p>Item 21, Museum noticeboard, was queried to which the Deputy Town Clerk explained that this was to come from the Notice Board budget rather than PPM.</p> <p>PROPOSED BY: Councillor Michal Kus SECONDED BY: Councillor Roger Bailey</p> <p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED: To approve the Planned Maintenance proposals for 2018/19.</p>
	<p>There being no further business, the Chairman closed the meeting at 7.42 pm</p>

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