

**WESTON-SUPER-MARE TOWN COUNCIL  
MINUTES OF THE POLICY & FINANCE COMMITTEE  
MEETING HELD AT GROVE HOUSE ON  
MONDAY 17<sup>TH</sup> DECEMBER 2018**

**Meeting Commenced:** 7.00 pm

**Meeting Concluded:** 7.12 pm

**PRESENT:** Councillors Clive Webb (Chairman), Marc Aplin (Sub), Roger Bailey, Mark Canniford, Peter Crew, Peter Fox, Catherine Gibbons, Denise Hunt, Michal Kus, Richard Nightingale, Robert Payne and Lisa Pilgrim.

**IN ATTENDANCE:** Malcolm Nicholson, Sarah Pearse (Deputy Town Clerk/RFO) Samantha Bishop (Committee Officer), Fiona Walsh, Penny Hynds (Project Manager of Weston Night Assessment Centre) and Sarah Robinson (Weston Mercury).

<b>270</b>	<p><b>To receive Apologies for Absence and Notification of Substitutes</b></p> <p>Councillor James Davis was substituted by Councillor Marc Aplin.</p>
<b>271</b>	<p><b>To receive Declarations of Interest</b></p> <p>There were no declarations of interest received.</p>
<b>272</b>	<p><b>To approve the minutes of the Policy &amp; Finance Committee meeting held on 22<sup>nd</sup> October 2018</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 Michal Kus</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>273</b>	<p><b>The minutes of the Working Party to Review Expenditure &amp; Governance</b></p> <p>Both sets of minutes had been previously circulated with the agenda.</p> <p><b>RESOLVED:</b> That the minutes of the of the Working Party to Review Expenditure &amp; Governance held on 3<sup>rd</sup> September 2018 (approved) and 5<sup>th</sup> November 2018 (unapproved) be noted.</p>
<b>274</b>	<p><b>Monthly Financial Reports: September &amp; October 2018</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>274.1 RESOLVED:</b> That the Schedule of Unapproved Expenditure for September &amp; October 2018 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</li> </ul> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>274.2 RESOLVED:</b> That reports 5b i – vi for September &amp; October 2018 be noted.</p>
<p>275</p>	<p><b>Castle Batch Play Area Overspend</b></p> <p>The Minute extract from Tourism and Leisure Committee held on 3<sup>rd</sup> December 2018 resolving to replace the swing at Castle Batch play area, subject to overspend, had been previously circulated with the agenda.</p> <p>The Chairman of the Tourism and Leisure Committee advised that the installation should take place early in the new year.</p> <p>The Deputy Town Clerk confirmed the total parks and play areas equipment repairs budget was £38,000 and that this installation would incur an overspend on this budget of £5,500.</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> To approve the overspend of £5,500 for the installation of a replacement swing at Castle Batch play area early in the new year.</p>
<p>276</p>	<p><b>Public Toilets Review</b></p> <p>The minute extract from the Expenditure &amp; Governance Working Party on 5<sup>th</sup> November 2018 had been previously circulated with the agenda.</p> <p><b>CCTV and Security Lighting</b></p> <p>Debate ensued.</p> <p>A member contested the need for CCTV at the two toilet sites. Police resources were too low to respond and the percentage of convictions from CCTV was incredibly low. Other members felt it would still act as a deterrent and a member reported there had been a 30% reduction in crime as a result of CCTV which proved that prevention was working.</p> <p><b>PROPOSED BY:</b> Councillor Michal Kus  <b>SECONDED BY:</b> Councillor Richard Nightingale</p>

	<p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>276.1 RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That CCTV cameras be installed at the Clarence and Grove Park toilet sites with a weekend’s worth of recording capacity.</li> <li>2. That overnight security lighting be installed at Clarence and Grove Park toilet sites.</li> </ol> <p><b>Community Toilet Scheme/Option to contract out</b></p> <p>Debate took place with regards to uptake and publicity. The Town Clerk advised that other Town Councils had adopted the scheme and allocated between £200-£600 per business per year. The Town Council had researched the concept with local businesses and had received mixed feedback. Apart from the financial contribution there would be publicity for businesses in the scheme including a dedicated page on the Town Council’s website.</p> <p>A member added that businesses signed up would display a sticker in their windows.</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>276.2 RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That the Council pursue the concept of a Community Toilet Scheme within the next financial year 2019/2020.</li> <li>2. That the outsourcing of public toilets be brought back for consideration within the 2019/2020 budget year and that investigations be undertaken in the meantime to enable this to happen.</li> </ol>
277	<p><b>Health and Safety risks associated with the play area erected at the Bournville allotment site</b></p> <p>The minute extract from the Expenditure &amp; Governance Working Party on 5<sup>th</sup> November 2018 had been previously circulated with the agenda.</p> <p>A report of the Deputy Town Clerk, requested earlier that day by the Chairman, was circulated at the meeting. The report provided information relating to the play equipment at Bournville Allotments received from the Council’s appointed Health &amp; Safety Advisors, Insurance Broker and HSE Guidance.</p> <p>The Chairman of the Allotment Management Sub Committee asked for the matter to be dealt with very carefully when contacting the Allotment Club on the matter. The Chairman felt that additional definitive advice on liability was required.</p>

	<p>The Deputy Town Clerk reiterated the advice of the insurance company that the Council’s insurance policy only provided cover for liability associated with being the property <u>owner</u> of the site, not the occupier of the site. Therefore, the policy will not provide any cover for incidents relating to play equipment installed by the occupier.</p> <p>The Allotment Club appeared to be breaking the terms of the management agreement, and now that this has been brought to the Council’s attention it should either:</p> <ul style="list-style-type: none"> <li>a) Enforce the agreement and ask the club to remove the item, or</li> <li>b) Amend the agreement with the club to permit such items. If the council did decide to take this route it should make it a requirement that the group ensures the items are safe and fit for purpose by installing, maintaining and inspecting them as per HSE guidance.</li> </ul> <p>The Town Clerk advised that it was necessary to protect the council from both a risk of civil liability and the risk of prosecution under the Health and Safety at Work Act in the event of a serious accident. His recommendation was either to seek specialist external advice, if members felt this was worth exploring further, or to require the removal the equipment.</p> <p><b>PROPOSED BY:</b> Councillor Michal Kus  <b>SECONDED BY:</b> Councillor Richard Nightingale</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> To contact the Allotment Club to require the removal of the play equipment at Bournville Allotments.</p>
<p>278</p>	<p><b>Night Assessment Unit – Request for further funding</b></p> <p>Penny Hynds, Night Assessment Centre (NAC) Consultant, was in attendance to answer any questions.</p> <p>An update letter on the NAC for rough sleepers and homelessness in Weston-super-Mare had been previously circulated with the agenda.</p> <p>The Town Clerk directed members to page 5 where the request for funding was outlined.</p> <p>Penny and her team were congratulated for their hard work and dedication to the project which had been up and running over the past 18 months. The NAC was of great benefit to the town.</p> <p><b>PROPOSED BY:</b> Councillor Richard Nightingale  <b>SECONDED BY:</b> Councillor Catherine Gibbons</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> That the Town Council release the remaining £7,500 from the allocated funding to assist with reducing homelessness.</p>

	<p><i>Penny Hynds left the meeting at 7.33 pm.</i></p>
279	<p><b>To approve the Town Council charges for the year 2019/2020</b></p> <p>The fees and charges for the year 2019/2020 were available at the meeting.</p> <p>All changes were visible in red and the Deputy Town Clerk explained each change.</p> <p>In response to a question regarding purchase of graves at Milton Road Cemetery, the Deputy Town Clerk advised that the council did not provide burial rights in perpetuity but for 80 years. She recommended extending the exclusive rights of interment of ashes from 30 to 50 years.</p> <p>The Committee suggested extending this further to 80 years in reflection of people living longer.</p> <p>The Chairman of the Tourism &amp; Leisure Committee advised that the 50% increase in tourism charges was reflective of more incentives for partners.</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></p> <ol style="list-style-type: none"> <li>1. To approve the Town Council charges for the year 2019/2020</li> <li>2. To extend the exclusive rights of interment of ashes from 30 years to 80 years from 1<sup>st</sup> April 2019.</li> </ol>
280	<p><b>To recommend a Draft Budget for 2019/2020 to the Council</b></p> <p>The draft budget had been previously circulated to members which represented 5.6% (6.97% precept) increase subject to band D allocation.</p> <p>The Conservative Party tabled a paper proposing amendments to the budget:</p> <p><b>Blakehay Theatre</b>  Reduce training to £2164 saving £ 119</p> <p><b>Civic Support</b>  Reduce catering to £7950 saving £ 1,600</p> <p><b>Community Services</b>  Reduce CAB to £12500 saving £ 2,500  Increase Armed Forces Celebration to £9000 additional cost £ 3,000  Return Homeless Support to £25000 additional cost £ 10,000</p> <p><b>Democratic Representation</b>  Reduce training to £2500 saving £ 3,105</p> <p><b>Museum</b>  Reduce training to £4743 saving £ 3,947</p> <p><b>Parks and Play Areas</b></p>

	<p>Reduce PPM to £200k (as per T&amp;L) saving £ 65,000</p> <p><b>Street Furniture</b> Reduce Bus Shelter Repairs to £1500 saving £ 1,500</p> <p><b>Toilets</b> Add Community Toilet Scheme at £2000 additional cost £ 2,000</p> <p><b>Tourism</b> Reduce Advertising to £25000 saving £ 5,000 Reduce Training to £2830 saving £ 119</p> <p><b>Central Admin</b> Reduce training to £8317 saving £ 746</p> <p><b>Central Grounds Maintenance</b> Reduce training to £3114 saving £ 238 Reduce Equipment Rental to £10503 saving £ 3,000 <b>Net Saving £ 71,874</b></p> <p>The Deputy Town Clerk informed that the Museum’s total budget was subject to a museum business rates appeal outcome awaited in York; and that incorporating the above amendments the draft budget now represented a 2.04% increase ( below current inflation), total budget requirement of £2,007,277 (3.8% precept)</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 draft budget, incorporating the above changes, be recommended to the Town Council for approval on the 21<sup>st</sup> January 2018.</p>
<p>281</p>	<p><b>Final External conclusion for Audit for the Year ending 31.03.18</b></p> <p>The letter of conclusion from the External Audit and supporting return had been previously circulated with the agenda.</p> <p><b>RESOLVED:</b> That the conclusion from the External Audit and supporting return be noted.</p>
<p>282</p>	<p><b>To receive the First Interim Audit Report (Internal) for the year April 2018 – March 2019</b></p> <p>The First Interim Audit Report (Internal) for the year April 2018 – March 2019 had been previously circulated with the agenda.</p> <p>A member enquired at what point and size did the council need to consider setting up an Audit Committee. The Town Clerk advised that this was not a legal requirement for a town council but could be considered, perhaps at Expenditure and Governance Working Party.</p> <p>For point of information, the Deputy Town Clerk informed that the current appointed internal auditors revolved every 18 months.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. To receive and note the First Interim Audit Report (Internal) for the</li> </ol>

	<p>year April 2018 – March 2019.</p> <p>2. That the council consider the possibility of forming an Audit Committee in the future.</p>
<p><b>283</b></p>	<p><b>Surrender of Lease of Trading Hut at Rectors Way</b></p> <p>The report of the Town Clerk had been previously circulated with the agenda which outlined a recommendation for members’ consideration.</p> <p>The Committee queried the condition of the trading hut and the Town Clerk advised that the Grounds Manager considered it was in reasonable condition. If members requested, he could instruct the Grounds Manager to undertake a more thorough assessment.</p> <p>Members wished for an amendment to reflect that the hut and garages were to be completely cleared and handed over to the Town Council in an agreed good condition.</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></p> <ol style="list-style-type: none"> <li>1) That, subject to completion of an appropriate surrender agreement, the Town Council agree to a surrender of the Lease of the huts and garages at Rectors Way by the Weston Horticultural Society without enforcing any requirement to remove the hut and restore the land to its original condition.</li> <li>2) That the hut and garages are to be completely cleared and handed over to the Town Council in good condition, with effect from 1<sup>st</sup> February 2019.</li> </ol>
<p><b>284</b></p>	<p><b>Town Quarry Arts Venue – Approach from Weston Civic Society</b></p> <p>The report of the Town Clerk had been previously circulated with the agenda which outlined a recommendation for members’ consideration.</p> <p>The Town Clerk elaborated that while the quarry was a community asset for arts and crafts, there were concerns regarding the condition of the buildings and Health &amp; Safety at the site. He recommended looking at the possibility of running it as a Community Enterprise. He suggested that officers make further investigations, to be brought back the committee at a future date.</p> <p>Debate ensued. Some members aired caution that the council should not only pursue the area of community arts, as there were many other potential areas and usages that may be more profitable.</p> <p>Other members felt that the council was already committed to sufficient existing projects, which it needed to concentrate on, but wished the Civic</p>

	<p>Society well.</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> That, without making any commitment, further investigation and discussions take place with the Civic Society around the possibility of the Town Council supporting the Town Quarry as an arts and community venue; and that further reports be brought back to the Committee in the new year as and when they become available.</p>
	<p>There being no further business, the Chairman closed the meeting at 8.13 pm</p>

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