

**WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE POLICY & FINANCE COMMITTEE
MEETING HELD AT GROVE HOUSE ON
MONDAY 18TH FEBRUARY 2019**

Meeting Commenced: 7.00 pm

Meeting Concluded: 7.57 pm

PRESENT: Councillors Clive Webb (Chairman), Raymond Armstrong (S), Roger Bailey, Mark Canniford, Peter Crew, Peter Fox, James Davis, Catherine Gibbons, Denise Hunt, Richard Nightingale and Lisa Pilgrim.

IN ATTENDANCE: Malcolm Nicholson (Town Clerk), Samantha Bishop (Committee Officer), Fiona Walsh (Finance Officer), Robin Manning and Byron Jervis (Virgin Media) and Vicky Angear (Weston Mercury).

338	<p>To receive Apologies for Absence and Notification of Substitutes</p> <p>Apologies for absence were received from Councillor Robert Payne who was substituted by Councillor Raymond Armstrong and Councillor Michal Kus with no substitution.</p> <p>Councillor Alan Peak was absent from the meeting and it was noted that Councillor Richard Nightingale would be late joining the meeting.</p>
339	<p>To receive Declarations of Interest</p> <p>There were no declarations of interest received.</p>
340	<p>To approve the minutes of the Policy & Finance Committee meeting held on 17th December 2018</p> <p>The minutes had been previously circulated with the agenda.</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 the minutes be approved and signed by the Chairman.</p>
341	<p>At the request of the Chairman, item 6. Was brought forward for discussion.</p> <p>Virgin Media Network Expansion</p> <p>The Chairman invited Robin Manning, Regional Community and Wayleave Liaison Officer of Virgin Media to address the meeting.</p> <p>Robin along with his colleague Byron Jervis introduced themselves and their roles in minimising the disruption to local residents as a result of the expansion works. Plans were displayed and a hand out outlining the details of the expansion works was circulated to members. The timeframe for the works was planned from March – August and there would be various public engagement events held to converse with</p>

	<p>local residents on the expansion works.</p> <p>If members could suggest any possible community venues in Worle to hold these events, it would be gratefully received.</p> <p><i>Councillor Richard Nightingale joined the meeting at 7.04 pm.</i></p> <p>Discussion ensued. Areas where there were bus routes and schools would be managed in conjunction with North Somerset Council - Highways department.</p> <p>In response to a question regarding existing ducts, it was advised that the existing ducts would be utilised rather than new ones dug which would minimise the disruption.</p> <p>West Wick was a very poor network area and needed looking at once adoption of the land was completed.</p> <p>In response to a question regarding assurance of minimal disruption and why Worle was chosen as a starting location. It was explained that network cables would be blown in rather than dug and that Worle was chosen as a starting location because of its existing ducts.</p> <p>RESOLVED: That the information be noted.</p> <p><i>The Chairman thanked Robert Manning and Byron Jervis for their address and they left the meeting at 7.15 pm.</i></p>
<p>342</p>	<p>The minutes of the Working Party to Review Expenditure & Governance</p> <p>Both sets of minutes had been previously circulated with the agenda.</p> <p>RESOLVED: That the minutes of the of the Working Party to Review Expenditure & Governance held on held on 5th November 2018 (approved) and 14th January 2019 (unapproved) be noted.</p>
<p>343</p>	<p>Reference from Expenditure & Governance Working Party held on 14th January 2019</p> <p>The report of the Town Clerk on the Blakehay Theatre Marketing was circulated at the meeting.</p> <p>The Town Clerk gave an overview of the report and the recommendation from the Expenditure and Governance Working Party at their meeting on 14th January 2019 which was as follows:</p> <p><i>That the need for centralised marketing of the Town Council facilities to maximise its sustainability in the current market be recommended to the Policy and Finance Committee for its consideration.</i></p> <p>A member felt that the report was written in isolation and that the figures referring to the 2019/20 budget provision for marketing and advertising for the Tourism General and VIC advertising were not a true reflection.</p> <p>It was suggested that a Working Party should be formed to undertake a more in depth</p>

	<p>approach of the advertising and marketing of the Town Council's facilities. Other members pointed out that the Expenditure and Governance Working Party already had that role.</p> <p>PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor James Davis</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: That the Expenditure and Governance Working Party be asked to further consider how to market the Council's services and facilities.</p> <p><i>Councillor Mark Canniford joined the meeting at 7.28 pm.</i></p>
<p>344</p>	<p>Monthly Financial Reports: November & December 2018</p> <p>a) For Approval Schedule of Unapproved Expenditure</p> <p>PROPOSED BY: Councillor Roger Bailey SECONDED BY: Councillor Richard Nightingale</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: That the Schedule of Unapproved Expenditure for 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. Overspend Month End Report <p>A member queried the overspend on the Insurance costs and requested that this be referred to the Expenditure and Governance Working Party to review.</p> <p>An overspend on Grove Lodge cleaning costs was also raised and the Finance Officer agreed to investigate this.</p> <p>A member requested an update on the kiosk concession at the Water Park to which an officer advised that the previous concessionaire had entered into a repayment plan and the outstanding sum should be paid off by April. Expressions of Interest for the concession had been advertised and one had already been received. Members were informed that there had been a break-in that morning by youths and the premises had since been secured.</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That reports 5b i – vi for be noted.

	<p>2. That the overspend on the Insurance costs be referred to the Expenditure and Governance Working Party for review.</p>
<p>345</p>	<p>Annual Review of Standing Orders and Financial Regulations</p> <p>Copies of the documents had been previously circulated with the agenda.</p> <p>The Town Clerk advised that it was an audit requirement to review them regularly and there were no proposed changes.</p> <p>Debate ensued regarding standing order 8 public ‘participation at meetings’. It was said that more coordination was needed when there were several members of the public wanting to speak on the same subject. The Town Clerk advised that he did whenever possible obtain names and subjects matters of any public speakers prior to the commencement of the meeting in order to the Chairman to be able to manage them effectively within the 15minute public participation section.</p> <p>The committee noted that the date quoted within standing order 39.1 ‘Financial Variations’ needed to be changed in line with the review.</p> <p>PROPOSED BY: Councillor Roger Bailey SECONDED BY: Councillor Richard Nightingale</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: To approve the current Standing Orders and Financial Regulations with the amendment that any dates referred to within them be updated accordingly.</p>
<p>346</p>	<p>To consider the future of Dog Bin Provision</p> <p>The Town Clerk informed that he did not have anything further to report as had not received any information from North Somerset Council.</p> <p>A member suggested referring that matter to the Expenditure and Governance Working Party as he was informed that North Somerset Council were looking at changing their dog bins to litter bins.</p> <p>Discussion ensued and Members agreed that a reclassification of the dog bins was needed and that the Town Council should set the example and action this regardless of North Somerset Council’s plans.</p> <p>It was suggested that the bins needed to be bigger as were not sufficient in size in some locations.</p> <p>The Town Clerk agreed that the current contractor had not fulfilled its contractual agreement by missing collections. He had consulted with other parishes on the issue and was investigating the possibility of the Town Council obtaining its own waste license. North Somerset Council’s contract with Glendale expired next year and so there may be more possibility of an arrangement then.</p>
<p>347</p>	<p>Christmas Lights Contract</p>

	<p>The report of the Town Clerk had been previously circulated with the agenda.</p> <p>At its meeting on 25th June 2014, the Town Council had considered a report from the Town Clerk on the subject. Proposals for new Christmas lighting schemes were considered from five companies. As the Council did not have expertise to specify the Christmas illuminations in minute detail, procurement was on a quality only basis to a fixed budget. Proposals including detailed drawings and plans had been submitted by selected companies and a decision on which proposal to accept was made by elected members.</p> <p>A contract to hire in Christmas lights had been awarded to Lamps and Tubes Limited in 2014 and was for 3 years with the ability to extend for another 2years subject to satisfactory performance.</p> <p>In addition, under a service level agreement the Town Centre Partnership dealt with the administration of the installation process and arranged an annual Switch On event. In 2017 the Council had agreed that the contract had been a success and resolved to extend the contract for the additional 2 years.</p> <p>A sum of £36,291 has been budgeted by the Town Council for Christmas Lights in 2019/20.</p> <p>The new lighting would have to be manufactured specially and in order to get a worthwhile display, it would be necessary to agree a minimum three-year contract with the chosen supplier. The Town Clerk therefore recommend a three-year contract with an option for the Council, subject to satisfactory performance, to extend for a further two years.</p> <p>It was proposed that expressions of interest be sought from companies operating in the field, with an advertisement on Contracts Finder website. This was to be followed by an invitation ideally to five companies objectively selected on the basis of quality, experience and health & safety, to submit detailed proposals.</p> <p>As in 2009 and 2014 the final choice of supplier from the five shortlisted would be for elected members to select on a quality basis.</p> <p>Some members felt that the current lights were very poor in comparison to other small town's displays. Where possible, refreshment of the current lights should be considered rather than direct replacement.</p> <p>The Town Clerk informed that he would make this point to the appointed contactors.</p> <p>PROPOSED BY: Councillor Mark Canniford SECONDED BY: Councillor Richard Nightingale</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: That a Working Party of councillors selected by Group Leaders be formed to commence a procurement process for a new Christmas Lights Contract for 3 years from Christmas 2019, with an option to extend for a further 2 years.</p>
348	To note the Internal Audit 2018-19 (Interim Update)

	<p>The Internal Audit 2018-19 (Interim Update) had been previously circulated with the agenda.</p> <p>There were no comments received.</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: That the Internal Audit 2018-19 (Interim Update) be noted.</p>
	<p>There being no further business, the Chairman closed the meeting at 7.57 pm</p>

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