

**WESTON-SUPER-MARE TOWN COUNCIL  
MINUTES OF THE POLICY & FINANCE COMMITTEE  
MEETING HELD AT GROVE HOUSE ON  
MONDAY 22<sup>ND</sup> OCTOBER 2018**

**Meeting Commenced:** 7.00 pm

**Meeting Concluded:** 7.12 pm

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

**IN ATTENDANCE:** Councillor Mark Aplin, Sarah Pearse (Deputy Town Clerk/RFO) Samantha Bishop (Committee Officer) and Henry (Weston Mercury).

The Chairman introduced and welcomed newly appointed Councillor Mark Aplin for North Worle ward to the meeting.

<b>185</b>	<p><b>To receive Apologies for Absence and Notification of Substitutes</b></p> <p>There were no apologies for absence received.</p>
<b>186</b>	<p><b>To receive Declarations of Interest</b></p> <p>There were no declarations of interest received.</p>
<b>187</b>	<p><b>To approve the minutes of the Policy &amp; Finance Committee meeting held on 20<sup>th</sup> August 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 James Davis</p> <p>A member requested an update on the cable across the Old Mill allotment site to which the Deputy Town Clerk reported that no date had been given and that information was still awaited on the amount due to the council.</p> <p>A member pointed out that minute number 121 needed to read that Councillor Denise Hunt seconded Councillor Michal Kus's proposal.</p> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>RESOLVED:</b> That with the above amendment the minutes be approved and signed by the Chairman.</p>
<b>188</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</p>

	<p>Expenditure &amp; Governance held on 2<sup>nd</sup> July 2018 (approved) and 3<sup>rd</sup> September 2018 (unapproved) be noted.</p>
189	<p><b>Monthly Financial Reports: July &amp; August 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 Roger Bailey</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 July &amp; August 2018 be approved.</p> <p><b>b) For Noting</b></p> <ol 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 Received Income</li> <li>v. Income Analysis</li> <li>vi. Overspend Month End Report</li> </ol> <p>A member requested an explanation as to why the Tourism and Marketing expenditure was higher to which the Deputy Town Clerk advised this was because of the purchase of the new Love Weston website.</p> <p>The member also queried why the income for the Blakehay was down in June to which the Deputy Town Clerk explained this was due to no performance bookings in June.</p> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>RESOLVED:</b> That reports 5b i – vi for July &amp; August 2018 be noted.</p>
190	<p><b>Audited accounts for the Year 2017/2018</b></p> <p>The external auditor’s certificate included within the annual return had been previously circulated with the agenda.</p> <p>The Deputy Town Clerk informed that despite chasing, the auditors comments had not been received and that once they had, would be reported.</p> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>RESOLVED:</b> To receive and note the Audited Accounts for year 2017/18.</p>
191	<p><b>Change to local government pay scales</b></p> <p>The report of the Town Clerk’s/Deputy Town Clerk and Appendix A (Pay table for 2019/2020) had been previously circulated with the agenda which outlined 4 recommendations to members.</p>

	<p>The Chairman informed that the recommendations needed to be approved to allow the Deputy Town Clerk to begin the budget process.</p> <p>The Deputy Town Clerk advised that the individual pay scales had been set at national level for 2019 / 2020, however, the council was unable to follow North Somerset Council pay grade banding for 2019 / 2020 which was the model the council had previously followed. NSC were unable to confirm their pay grade bandings were unlikely to do so in time for WSMTC budget setting. A full report would be considered as part of the staff review by the Personnel Committee on 24<sup>th</sup> October.</p> <p>A member informed that that North Somerset Council had a consultation meeting to discuss pay scales at a meeting on 11<sup>th</sup> December.</p> <p><b>PROPOSED BY:</b> Councillor Peter Crew  <b>SECONDED BY:</b> Councillor James Davis</p> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>RESOLVED:</b> That in principle, and subject to any future developments nationally, the Committee agree:</p> <ol style="list-style-type: none"> <li>a. To use the current NALC grading scheme as its assumption for budgeting for the coming year 2019/20.</li> <li>b. To budget for casual employees' pay at National Living Wage from 2019.</li> <li>c. To consult the Personnel Committee on the HR implications of these proposals.</li> <li>d. To reconsider and finally select the grading scheme for adoption (subject to consultation) at a future meeting.</li> </ol> <p>The Chairman of the Personnel Committee noted the difference between the NALC and North Somerset Council' pay scales and queried whether this would present a problem. The Deputy Town Clerk advised that the NALC pay scales was the closest system they could find and was used by other town and parish councils and that it would be considered in detail by the Personnel Committee.</p> <p>In response to a question regarding why the council followed North Somerset Council's pay scales, the Deputy Town Clerk informed that both council's practiced and followed the same Green Book (NJC terms and conditions).</p>
	<p>There being no further business, the Chairman closed the meeting at 7.12 pm</p>

Signed.....  
Chairman

Dated.....