

WESTON-SUPER-MARE TOWN COUNCIL POLICY AND FINANCE COMMITTEE AGENDA

Date: Monday 15TH June 2015

Time: 7.00 pm

Venue: Grove House

Members of the Policy and Finance Committee are hereby summoned to this meeting. Members who wish to comment on matters within their ward may attend and address the Committee. Members are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act s.17 and Equality Act s.149 when reaching such a decision.

Committee Members: - Councillors Roger Bailey, Mark Canniford, Peter Crew, Clive Darke Peter Fox, Catherine Gibbons, Michal Kus, Mike Lyall, Richard Nightingale, Robert Payne, Lisa Pilgrim and Clive Webb.

Note: Quorum of the Committee shall be 5 of its Members.

Prior to the commencement of the meeting, the Chairman will invite questions and observations from parishioners present (maximum time permitted 15 minutes).

1. **Election of a Chairman for the Year 2015/16**
2. **To receive and record Apologies for Absence**
3. **To receive and record Declarations of Interest**
4. **To receive and approve the Minutes of the previous Policy & Finance Committee Meeting held on 20th April 2015** (attached)
5. **Election of a Vice Chairman for the Year 2015/16**
6. **Minutes (unapproved) of the Working Party to Review Expenditure & Governance held on 16th March 2015** (attached)
7. **Monthly Financial Reports:-**
 - a) **For Approval**
 - i) Schedule of Unapproved Expenditure for April 2015 (attached)
 - ii) Schedule of Unapproved Expenditure for May 2015 (attached)
 - b) **For Noting**
 - i) Bank Reconciliations for April 2015 (attached)
 - ii) Budgetary Control Report for April 2015 (attached)
 - iii) Bank Interest Report for April 2015 (attached)
 - iv) Schedule of Receipted Income for April 2015 (attached)
 - v) Bank Reconciliations for May 2015 (attached)
 - vi) Budgetary Control Report for May 2015 (attached)
 - vii) Bank Interest Report for May 2015 (attached)
 - viii) Schedule of Receipted Income for May 2015 (attached)
 - ix) Income Analysis for April and May 2015 (attached)

- c) **Overspend report for April and May 2015**
- d) **Bad Debt** (attached)
- 8. **Approval of Annual Return for the Year ended 31st March 2015**
 - i) To receive the Annual Return and the Statement of Accounts (unaudited) (attached)
 - ii) To approve the final Earmarked Reserves for 2014/2015
- 9. **To agree the Terms of Reference of The Museum Working Party** (attached)
Terms of Reference
- 10. **Professional Services Procurement – HLF Museum Project**
Report from the RFO / CDM (SJ Surveyors)
 - i) To receive the quotation for the appointment of Architects, Mechanical and Electrical Surveyors and Quantity surveyor (attached)
 - ii) To confirm the appointment of Imagemakers
Extract from report of the Museum Working Party and recommendation (attached)
- 11. **Relocation of the Museum service during closure** (attached)
To receive the report of the Town Clerk
- 12. **Confirmation of authorised signatories for the period 2015-2019** (attached)
- 13. **Clarence Park Toilet Insurance Claim** (to follow)
To receive the report of the Responsible Financial Officer
- 14. **Re-use of graves at Milton Road Cemetery**
To receive the report of the Responsible Financial Officer (attached)
- 15. **Hutton Moor Allotments – Access** (attached)
To receive the report of the Responsible Financial Officer