

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

**Date:** Monday 22<sup>nd</sup> February 2016

**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 Clive Webb (Chairman), Michal Kus, Roger Bailey, Peter Crew, Clive Darke, Peter Fox, Richard Nightingale, Lisa Pilgrim, Catherine Gibbons, Mike Lyall, Mark Canniford and Robert Payne

**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. **Apologies for Absence and Notification of Substitutions**
2. **Declarations of Interest**
3. **To approve the minutes of the Policy & Finance Committee Meeting held on 14<sup>th</sup> December 2015** (attached)
4. **The minutes of the Working Party to Review Expenditure & Governance**  
To approve the minutes of the Working Party to Review Expenditure & Governance held on the 18th January 2016 (attached)
5. **Monthly Financial Reports:**
  - a) **For Approval**
    - i. Schedule of Unapproved Expenditure for December 2015 and January 2016 (attached).
  - b) **For Noting**
    - i. Bank Reconciliations for December 2015 and January 2016 (attached)
    - ii. Budgetary Control Report for December 2015 and January 2016 (attached).
    - iii. Bank Interest Report for December 2015 and January 2016 (attached)
    - iv. Schedule of Received Income for December 2015 and January 2016 (attached).
    - v. Income Analysis for 2015/16 (attached).
    - vi. Month end overspend report for January 2016 (attached).
6. **Actual Precept Requirement**  
Confirmation of Precept requirements as per North Somerset Council change to Council Grant (attached).
7. **7.1 Cemetery Charges for non-residents of Weston-super-Mare**  
To consider the report of the Town Clerk (attached).  
**7.2 Town Council Charges for the Year 2016/17**  
To approve Town Council charges for the year 2016/17 as recommended by Expenditure and Governance (attached).

- 8. HLF Project**
- 8.1 HLF Budget Update – for Noting** (attached).
- 8.2 Procurement of the Museum Building Contract**  
To receive the report of the Responsible Financial Officer (attached).
- 8.3 Coastal Communities Grant Award £50,000**  
To approve to pay Proforma Invoices in order to meet Grant criteria and Spend prior to 31.03.16 (attached).
- 9. Internal Audit Report**  
To receive and approve the interim report for the year 2015/2016 and action summary (attached).
- 10. Payment of Salaries**  
To receive the report of the Responsible Financial Officer and to approve the payment of salaries from the Council's General Account from April 2016 (attached).
- 11. Waterpark Procurement**  
To receive the report of the Responsible Financial Officer and to give permission to spend to enable the kiosk and ground works to be implemented prior to the budget being available in April 2016 (attached).
- 12. Visitor Information Centre – VAT Implications**  
To receive the report of the Responsible Financial Officer in relation to VAT implications surrounding the Visitor Information Centre (attached).
- 13. Feedback on the draft Town Council Strategy for 2016/20**  
To consider the report of the Town Clerk (attached).
- 14. Cost comparison of tablets and electronic committee papers**  
To receive the report of the Finance Officer (attached).
- To resolve under the Public Bodies (Admissions of Meeting) Act 1960 to exclude the public and press for the following item by reasons of the confidential nature of the business.*
- 15. Bad Debt**  
To receive the report of the Responsible Financial Officer (attached)

Malcolm L Nicholson LL.B DMS AILCM  
Town Clerk  
15<sup>th</sup> February 2016

Grove House  
Weston-super-Mare  
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