

**WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE POLICY & FINANCE COMMITTEE MEETING
HELD AT GROVE HOUSE ON
MONDAY 17TH FEBRUARY 2020**

Meeting Commenced: 7.00 pm

Meeting Concluded: 7.45 pm

PRESENT: Councillors Alan Peak (Chairman), Ray Armstrong, Roger Bailey, Gill Bute, Peter Crew (S), Ciaran Cronnelly, Dave Dash, Peter Fox, Robert Payne, Marcia Pepperall, Lisa Pilgrim, Tim Taylor and Helen Thornton.

IN ATTENDANCE: Malcolm Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk/RFO), Samantha Bishop (Committee Officer) and Joel Austin (Acting Finance Officer).

358	<p>To receive Apologies for Absence and Notification of Substitutes</p> <p>Apologies for absence were received from Councillor Ian Porter who was substituted by Councillor Peter Crew.</p>
359	<p>To receive Declarations of Interest</p> <p>There were no declarations of interest received.</p>
360	<p>To approve the minutes of the Policy & Finance Committee meeting held on 16th December 2019</p> <p>The minutes had been previously circulated with the agenda.</p> <p>An amendment was requested to amend minute number 278 to read that Councillor Catherine Gibbons declared a personal interest as a volunteer of CANS.</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: That with the above amendment, the minutes be approved and signed by the Chairman.</p>
361	<p>The minutes of the Working Party to Review Expenditure & Governance held on 6th January 2020 (unapproved)</p> <p>The minutes had been previously circulated with the agenda.</p> <p>It was requested that minute number 4 be amended to reflect the word 'contract'.</p> <p>RESOLVED: That with the above amendment the minutes of the of the Working Party to Review Expenditure & Governance held on 6th January 2020 (unapproved) be noted.</p>
362	<p>Monthly Financial Reports: November & December 2019</p> <p>a) For Approval Schedule of Unapproved Expenditure</p>

PROPOSED BY: Councillor Robert Payne
SECONDED BY: Councillor Ciaran Cronnelly

A vote was taken and **carried**. Accordingly, it was:

RESOLVED: That the Schedule of Unapproved Expenditure for November & December 2019 be approved.

b) For Noting

- i. Bank Reconciliations
- ii. Budgetary Control Report
- iii. Bank Interest Report
- iv. Schedule of Receipted Income
- v. Income Analysis
- vi. Overspend Month end report
- vii. Bad debt report

In relation to report biii) The Chairman queried whether this was the best bank interest rate the Council could achieve. The Deputy Town Clerk confirmed that it was and had been previously approved by committee. She added that the rules for investment for councils were quite strict as per the Council's treasury policy.

In response to a member the Deputy Town Clerk advised that the water park kiosk income was outstanding because the concessionaire had started later that April and it was a timing issue. The next invoice would of been issued in January.

The Chairman pointed out a spike in the December cemetery income to which the Deputy Town Clerk advised that it was an in/out budget where the council paid for the work to be undertaken and was then reimbursed.

It was queried why dog bins had been paid for. The Deputy Town Clerk informed that this was to repay the cost for bins previously agreed to be purchased by a third party who had later asked to be refunded.

Museum commuting costs were questioned, to which the Deputy Town Clerk informed that this was an internal mistake- coding error which would be covered under the HLF grant.

The Chairman queried the overspend on the Blue Plaques budget which was to pay for accommodation costs for Prince Michael of Ethiopia to unveil the plaque to Emperor Haile Selassie.

A vote was taken and **carried**. Accordingly, it was:

RESOLVED: That reports 5b i – vi for be noted.

vii Bad debt report

The Deputy Town Clerk's covering report which had been previously circulated with the agenda advised of a bad debt from AJ Karting to the value of £1,300 following confirmation of non-recovery received from the liquidator (Hawkins Insolvency).

	<p>The Chairman of the Tourism and Leisure committee advised that this was for the payment of the window display which was replaced within 2 weeks.</p> <p>The general outstanding balances report had also been previously circulated with the agenda. The Deputy Town Clerk informed that there had been a lot of sales needing chasing for payment. The balances reflected the accounts at that point in time but it was still hoped to achieve the income.</p> <p>The Deputy Town Clerk was happy to report the bad debt differently if members desired and report only the confirmed bad debts. Hopefully most of them would be cleared by the end of the financial year.</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:</p> <ol style="list-style-type: none"> 1. To approve the write off of debt to AJ Karting for the net value of £1,300. 2. To note the outstanding balances report as at 15/01/20.
<p>363</p>	<p>Annual Review of Standing Orders and Financial Regulations</p> <p>The Standing Orders and Financial Regulations had been previously circulated with the agenda.</p> <p>The Town Clerk advised that this was an annual process and that he was happy that they be approved.</p> <p>The Deputy Town Clerk advised of an amendment to 6.4 of the Financial Regulations in relation to the petty cash float. This did not reflect the balance reported under 5bi of the financial reports and would have to be be amended.</p> <p>Debate ensued. It was felt that the long wording of the document could be simplified. The Town Clerk explained that the document was based on a template used to replicate legislation from NALC.</p> <p>It was requested to add into the Contacts section (39.2 of Standing Orders) that the council would favour contactors that were supportive of action against Climate Change rather than just the best price.</p> <p>The Town Clerk advised that the Council awarded its contracts based on quality and technical assessment as well as price.</p> <p>The Deputy Town Clerk suggested adding the Climate Change element to section 11 of the Financial Regulations (Tendering Procedures) which went into more detail, through the Expenditure and Governance Working Party.</p>

	<p>PROPOSED BY: Councillor Marcia Pepperall SECONDED BY: Councillor Roger Bailey</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That with the above amendments the Standing Orders and Financial Regulations be approved. 2. That the Financial Regulations be further amended through the Expenditure and Governance Working Party.
<p>364</p>	<p>Climate Change Working Party Update</p> <p>The Town Clerk’s report had been previously circulated with the agenda.</p> <p>The Chairman of the Working Party reported that progress was good and the meetings had gone well. Point 2 of the report indicated that the Council had agreed to appoint a chartered environmentalist or equivalent to produce a Report on accurate calculation of the Town Council’s carbon emissions, not just as a desktop exercise but also visiting each of the Town Council’ premises. The estimate for this was £6,000, which had been approved by the Town Council, but officers would first consult with the new Climate Change officer at NSC to ensure there was no duplication.</p> <p>The next meeting of the Climate Change Working Party was confirmed for the 19th March at 3pm.</p> <p>RESOLVED: That the report be noted.</p>
<p>365</p>	<p>Consultations on WECA Bus Strategy and Cycling and Walking Plan</p> <p>The Town Clerk’s report which had been previously circulated with the agenda outlined the consultations which were open until the 15th March.</p> <p>Members were individually encouraged to respond directly but the Town Clerk hoped that the council would broadly support the proposals to encourage more walking, cycling and use of buses.</p> <p>The Town Clerk confirmed that the consultations were a specific element which formed part of the wider transport plan.</p> <p>Members felt there was no maintenance of current cycleways/ walkways as most of them were very overgrown with weeds and brambles and uneven as a result of tree roots. The cycle/walk ways signs were not maintained either.</p> <p>It was noted that some of this type of maintenance would be addressed by the recently approved orderly scheme.</p> <p>PROPOSED BY: Councillor Marcia Pepperall SECONDED BY: Councillor Peter Fox</p>

	<p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: That the Town Clerk would respond on behalf of the Council indicating its support of the proposals in the consultations.</p>
<p>366</p>	<p>Museum Roof Repairs – Appointment of Contractor</p> <p>The covering report of the Deputy Town Clerk and tender report of the Town Council's Surveyor had been previously circulated.</p> <p>The report requested members to consider the content of the report provided by SJ Surveyors and the appointment of John West Contactors as the contractor to undertake the Museum roof replacement.</p> <p>The Deputy Town Clerk advised that there were a few details still to be clarified, such as the scaffolding which needed to be agreed by the Health and Safety Inspector. John West had good knowledge of the building and the VAT would be recovered.</p> <p>They Deputy Town Clerk confirmed that the scaffolding costs were included and that any additional costs they would be brought back through committee. It was noted that the costs were within the agreed budget.</p> <p>PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Roger Bailey</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: To approve the appointment of John West Contactors as building contractors to undertake the Museum roof replacement, subject to clarification of the details by officers.</p>
	<p>There being no further business, the Chairman closed the meeting at 7.45 pm</p>

Signed.....
 Chairman

Dated.....