

**WESTON-SUPER- MARE TOWN COUNCIL
MINUTES OF THE POLICY & FINANCE COMMITTEE
MEETING HELD AT GROVE HOUSE ON
MONDAY 28TH APRIL 2014**

Meeting Commenced: 7.00 pm

Meeting Concluded: 7.40 pm

PRESENT: Councillors Peter Crew (Chairman), Michal Kus (Vice Chairman), Ray Armstrong (S), Roger Bailey, Mark Canniford, Peter Fox, Jan Holloway (S), Michael Lyall, Robert Payne, Sonia Russé, Tim Taylor (S) and Richard Tucker.

IN ATTENDANCE: Malcolm L Nicholson (Town Clerk), Sarah Pearse (Responsible Financial Officer), Helen Morton (Finance Officer), Samantha Middlemiss (Committee Officer) and Beth Evans (Weston & Somerset Mercury).

28.	<p>To receive Apologies for Absence and Notification of Substitutes</p> <p>Apologies for absence were received from Councillors Tony Probert, Mike Bell and Roz Willis.</p> <p>Councillor Tony Probert was substituted by Councillor Tim Taylor, Councillor Mike Bell was substituted by Councillor Ray Armstrong and Councillor Roz Willis was substituted by Councillor Jan Holloway.</p>
29.	<p>To receive Declarations of Interest</p> <p>There were no Declarations of Interest received.</p>
30.	<p>To approve Minutes of the Policy & Finance Committee Meeting held on 24th February 2014</p> <p>The Minutes had been previously circulated with the agenda.</p> <p>The Town Clerk advised that minute number 417. stated that the charges for 2014/2015 would be appended to the minutes. These were in fact on the table and reported an additional change due to the misunderstanding that the Tourism accreditation fee was £100 to include cost of the plaque and inspection charge.</p> <p>RESOLVED: That with the above amendment to increase the Tourism accreditation charge to £100 that the Minutes be approved and signed by the Chairman.</p>
30.1	<p>To approve Minutes and Recommendation of the Special Policy & Finance Barcode Sub Committee Meeting held on 14th April 2014</p> <p>The Minutes had been previously circulated with the agenda.</p>

	<p>The Town Clerk advised that the subcommittee was authorised to agree the settlement figure but it was the remit of this Committee to agree how and where the settlement figure would be funded.</p> <p>PROPOSED BY: Councillor Roger Bailey SECONDED BY: Councillor Michal Kus</p> <p>RESOLVED to:</p> <p>a) Approve the use of the estimated revenue saving of £77,301 to pay Towerpiece towards the lease surrender.</p> <p>b) Approve the use of the Barcode provision to make up to the value required for lease surrender estimated to be £22,699.</p> <p>c) Approve that the remaining provision estimated at £28,680 be left within the accounts for payment of the Electricity (EDF Bill which the Town Council was still obligated to pay) (Amount still not yet know). This would mean further provision was likely to be needed to pay this obligation. Members will need to consider the use of General Reserves at this point or increase the provision at the end of the financial year 2014/2015 or at such time when the bill is presented to the Town Council for payment.</p>
<p>31.</p>	<p>To note the minutes of the Working Party to review Expenditure & Governance 17th March 2014</p> <p>The Minutes had been previously circulated with the agenda and it was noted that they were draft until approved.</p> <p>RESOLVED: That the Minutes be noted</p>
<p>32.</p>	<p>Monthly Financial Reports:-</p> <p>The financial reports had been previously circulated with the agenda.</p> <p>a) For Approval Schedule of Unapproved Expenditure for February and March 2014</p> <p>RESOLVED: That the reports be approved.</p> <p>b) For Noting</p> <p>i) Bank Reconciliations February 2014 ii) Budgetary Control Report for February 2014 iii) Schedule of Receipted Income for February 2014 iv) Bank Interest Report for February 2014 v) Bank Reconciliations March 2014 vi) Budgetary Control Report for March 2014 vii) Schedule of Receipted Income for March 2014 viii) Bank Interest Report for March 2014 ix) Income Analysis 2013/2014</p>

	<p>The Responsible Financial Officer reported that the income was slightly down and would be presented to Policy & Finance in June with the final accounts.</p> <p>c) Overspend report for February and March 2014</p> <p>RESOLVED: That the reports be noted.</p>
<p>33.</p>	<p>To note Internal Audit (Interim 2013/2014)</p> <p>The Internal Audit Report had been previously circulated with the agenda.</p> <p>RESOLVED: That the Internal Audit Report (Interim 2013/2014) be noted.</p>
<p>34.</p>	<p>To review the Committee Terms of Reference</p> <p>The amended Committee Terms of Reference had been previously circulated with the agenda.</p> <p>The Town Clerk advised that he had been asked to review the document and therefore suggested changes which had been discussed with the Leader of the Council.</p> <p>Firstly it was suggested to delete the Estates & Premises Committee which had initially been developed to oversee the implementation of the planned maintenance programme. This was now in its third year and therefore the committee was mostly considering reports of things which had already happened. The Town Clerk suggested transferring health and safety policy issues and expenditure for maintenance and emergency repairs, safety and upkeep of the Council's buildings and premises to the Policy & Finance Committee. The deletion of the committee would also make efficiency savings by reducing officer time required to attend and write reports.</p> <p>Secondly it was suggested to move transportation matters such as public paths, highways, vehicle parking and traffic management, including disabled parking bay applications from the Community Services Committee to the Planning Committee which meets much more frequently and can meet required response times in respect of disabled parking bays and street trading licences.</p> <p>A typographical error was pointed out on point 5 of the Community Services section.</p> <p>Debate took place regarding duplication of committee responsibilities, in particular maintenance and repairs and that these should be devolved to either the Policy & Finance or the Community Services Committees.</p> <p>It was requested that the issue of removal of disabled parking bays after an agreed period be investigated.</p> <p>RESOLVED:</p> <p>1. That the Committee Terms of Reference as reported be approved to</p>

	<p>include the following amendments:</p> <ol style="list-style-type: none"> a) To delete the Estates & Premises Committee. b) To move transportation matters such as public paths, highways, vehicle parking and traffic management, including disabled parking bay applications from the Community Services Committee to the Planning Committee. <ol style="list-style-type: none"> 2. That the ‘maintenance’ of Weston-super-Mare Museum and the Blakehay Theatre be removed from the Community Services Committee’s proposed Terms of Reference. 3. To remove the typographical error of ‘.5’ from point 5 of the Community Services Committee proposed Terms of Reference. 4. That the Town Clerk write to North Somerset Council’s Highways Department to investigate the possibility of reviewing the Disabled Parking Bays policy in terms of removal of bays which are no longer required.
<p>35.</p>	<p>To approve Draft Calendar of Meetings for 2014-2015</p> <p>The proposed calendar had been previously circulated with the agenda.</p> <p>The Town Clerk reported the following changes within the calendar as recommended :</p> <p>To delete the Estates & Premises Committee.</p> <p>That the time of the Tourism & Leisure Committee be changed to 2.30pm to accommodate better attendance from representatives of the trade who find evenings difficult to attend and it would also demonstrate good practice to have a mix of both day and evening meetings.</p> <p>There would be one less Expenditure & Governance meeting due to the 2016 elections.</p> <p>It was highlighted that the Youth Council had been meeting at the time of 6.30pm and that this needed to be checked and reflected on the calendar together with the venue name of ‘@ the Y’.</p> <p>It was proposed that the day and time of the Personnel meeting be changed to a Thursday at 11am.</p> <p>PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Peter Fox</p> <p>RESOLVED: That with the following amendments the Draft Calendar of Meetings for 2014-2015 be approved:</p>

	<ol style="list-style-type: none"> 1. The day and time of the Personnel Committee meeting be changed to a Thursday at 11am. 2. The time of 6.30pm needed to be checked and reflected on the calendar together with the venue name of '@ the Y'.
<p>36.</p>	<p>Localism Act – New Right to Contest</p> <p>The Town Clerk’s report had been previously circulated with the agenda.</p> <p>It was suggested that the new ‘Right to Contest’ could be used to help the Tropicana situation and, on this basis, the Town Council should write to North Somerset Council. The Town Clerk agreed to explore the possibility.</p> <p>RESOLVED that:</p> <ol style="list-style-type: none"> 1. The report of the Town Clerk be noted and that the ‘Right to Contest’ be considered for the future in respect of any publically owned land in Weston-super-Mare which is unused, underused or improved use is identified. 2. The Town Clerk explore the possibility of using the new ‘Right to Contest’ in respect of the Tropicana.
<p>37.</p>	<p>Public Conveniences – Vandalism Update</p> <p>The Town Clerk reported that the Town Mayor had officially opened Grove Park toilets, shortly after which they were vandalised together with North Somerset Council public conveniences along the seafront. The vandalism at Grove Park public conveniences involved the ripping out of the money units which were embedded in the walls of the conveniences. Fortunately, not much cash had been lost from the units.</p> <p>The Responsible Financial Officer advised that there was £5,343.00 worth of damage and repair costs and that the money units were in the process of being modified to try to deter further acts of vandalism. The surveyor had informed that Grove Park toilets would be opened for the May Day bank holiday with signage indicating that the money units would be emptied on a daily basis. The Maltings was scheduled to be open by 2nd May, Locking Road by 6th May and Clarence Park by 23rd May. Uphill money units were still awaited. The Town Council were able to make an insurance claim but would not be covered if it was to happen again, hence measures for the modified units.</p> <p>A letter received by a Town Councillor from the vendor of the Café in Grove Park asking when the toilets would be open was circulated at the meeting.</p> <p>It was suggested that the Town Council should have been prepared for the eventuality that vandalism could occur and have emergency measures in place, especially for events in the park.</p> <p>It was also queried whether the Town Council had any planned emergency measures i.e. portaloos but the Chairman said there was no budget for this.</p>

	<p>The Chairman advised that better communication between North Somerset Council and the Town Council in terms of events in Grove Park needed to be improved. An example being that until two days before the recent Scouts event in the Park, the Town Council had no knowledge of the event and it was too late to organise temporary measures.</p> <p>Debate ensued regarding the absence of CCTV activity and that this needed to be addressed to assist with any further attempts of vandalism.</p> <p>The Chairman advised that the public conveniences and vandalism issue would be on the next Expenditure & Governance Working Party agenda and that all arising comments would be considered and emergency measures explored.</p> <p>RESOLVED that:</p> <ol style="list-style-type: none">1. The public conveniences and vandalism issue be an agenda item at a future Expenditure & Governance Working Party meeting.2. CCTV activity be explored to assist with any further attempts of vandalism.
	<p>There being no further business, the Chairman closed the meeting at 7.40pm</p>

Signed.....
Chairman

Dated.....