

**WESTON-SUPER- MARE TOWN COUNCIL  
MINUTES OF THE POLICY & FINANCE COMMITTEE  
MEETING HELD AT GROVE HOUSE ON  
MONDAY 13<sup>TH</sup> JUNE 2016**

**Meeting Commenced:** 7.00 pm

**Meeting Concluded:** 8.00 pm

**PRESENT:** Councillors Clive Webb (Chairman), Roger Bailey, Mark Canniford, Robert Cleland (S), Clive Darke, Peter Fox, Michal Kus, Mike Lyall, Robert Payne and Lisa Pilgrim.

**IN ATTENDANCE:** Councillor John Crockford-Hawley, Malcolm L Nicholson (Town Clerk), Sarah Pearse (Responsible Financial Officer), Samantha Bishop (Committee Officer) and Sarah Robinson (Weston, Worle & Somerset Mercury).

<b>18.</b>	<p><b>Election of Chairman</b></p> <p>The Town Clerk invited nominations for the position of Chairman.</p> <p>Two nominations for the position were received, namely Councillor Mark Canniford and Councillor Clive Webb. A vote was taken and Councillor Clive Webb was <b>elected</b> by 6 votes to 4. Accordingly it was:</p> <p><b>RESOLVED:</b> That Councillor Clive Webb be elected Chairman of the Policy &amp; Finance Committee for the year 2016-2017.</p> <p>The Chairman took his place as Chairman of the meeting.</p>
<b>19.</b>	<p><b>To receive Apologies for Absence and Notification of Substitutes</b></p> <p>Apologies for absence were received from Councillor Richard Nightingale who was substituted by Councillor Robert Cleland and Councillor Catherine Gibbons with no substitution.</p>
<b>20.</b>	<p><b>To receive Declarations of Interest</b></p> <p>There were no declarations of interest received.</p>
<b>21.</b>	<p><b>Election of Vice-Chairman</b></p> <p>The Chairman invited nominations for the position of Vice-Chairman.</p> <p>Two nominations for the position were received, namely Councillor Catherine Gibbons and Councillor Michal Kus. A vote was taken and Councillor Michal Kus was <b>elected</b> by 6 votes to 4. Accordingly it was:</p> <p><b>RESOLVED:</b> That Councillor Michal Kus be elected Vice-Chairman of the Policy &amp; Finance Committee for the year 2016-2017.</p>
<b>22.</b>	<p><b>To approve the minutes of the Policy &amp; Finance Committee meeting held on 22<sup>nd</sup> April 2016</b></p>

	<p>The minutes had been previously circulated with the agenda.</p> <p><b>PROPOSED BY:</b> Councillor Mark Canniford  <b>SECONDED BY:</b> Councillor Michal Kus</p> <p>With the exception of a miss spelling of a Councillor's name as 'Michael' instead of Michal, the minutes were correct. A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>RESOLVED:</b> That the minutes be approved and signed by the Chairman.</p>
23.	<p><b>To note the minutes of the Working Party to Review Expenditure &amp; Governance 9<sup>th</sup> May 2016</b></p> <p>The minutes had been previously circulated with the agenda.</p> <p>The Vice-Chairman advised that the minutes were for noting only and they were yet to be approved by the Expenditure &amp; Governance Working Party.</p> <p><b>RESOLVED:</b> That the minutes be noted.</p> <p>It was questioned why the recommendation for the Town Council to cost the option of employing their own cleaning staff for the public conveniences was not being actioned and debate ensued regarding the viability of this option. In response the Committee were advised that all the options requested by the Expenditure &amp; Governance Working Party would be explored and reported back to the Working Party at a future meeting.</p> <p>The cost per use of a public convenience was raised and a councillor estimated this at £2.65 per use.</p> <p>Feedback from the public had been received regarding the cleanliness of the public conveniences and the Responsible Financial Officer advised that the Town Council had experienced the same feedback from all sites and that there was a clear indication that the cleaning was not of the required standard.</p>
24.	<p>The Chairman brought forward item 11. HLF Museum Project Procurement of Contractors to be discussed at this point in the meeting.</p> <p><b>HLF Museum Project Procurement of Contractors</b>  The report of the Responsible Financial Officer had been previously circulated with the agenda and the Committee were requested:</p> <ul style="list-style-type: none"> <li>i) to receive the tender report from SJ Surveyors of the Main Contract works and to approve and appoint the contractor</li> <li>ii) to receive the tender report from Imagemakers and to appoint the contractor for the following works: <ul style="list-style-type: none"> <li>a. Fabrication and fit out of Exhibition Galleries</li> <li>b. Installation of Audio Visual Hardware</li> </ul> </li> </ul> <p>The Chairman invited the Chairman of the Museum Working Party to present the item to the Committee.</p>

	<p>The Chairman of the Museum Working Party informed that the Museum had been closed up and everything packed off and was awaiting the approval of this report to begin the next phase of works. The unanimous approval of the report would send the right message to the staff and contactors involved in the project. He commended the approval of John West as they had been consistent throughout the project and this would allow Imagemakers to take over the building on schedule ready for the opening in 2017.</p> <p>The Chairman thanked all the staff connected with the project and reiterated how without their work and the help of the volunteers and the A1 Camera Club, who have taken photos of all the items at no charge, the project would not have been achieved. He gave further thanks to Tom Mayberry and his team for their support and to fellow councillors for approving the project to go ahead.</p> <p>Councillors were happy to see that John West had succeeded in the tender process as they are local contractors and they had always proven enthusiastic and consistent in quality tests.</p> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>PROPOSED BY:</b> Councillor Mark Canniford  <b>SECONDED BY:</b> Councillor Michal Kus</p> <p><b>UNANIMOUSLY RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. To approve the recommendation within the report by SJ Surveyors to appoint a Main build contractor – John West £774,327 (noting comments on point 1.0 of the report in relation to undetermined costs)</li> <li>2. To approve the recommendation within the report of Imagemakers to appoint Fabrication and Fit out contractor –Beaufort Bespoke (Bristol) £155,953 (less£10,000 already ordered works)</li> <li>3. To approve the recommendations within the report of Imagemakers to appoint AV Hardware package contractors – Audio Nation (WSM) 12,143 plus £473 for a 3 year maintenance plan.</li> </ol> <p>The Chairman and fellow councillors thanked the Chairman of the Museum Working Party for his commitment and passion for the project.</p> <p>The Chairman of the Museum Working Party left the meeting at 7.14 pm.</p>
25.	<p><b>Monthly Financial Reports</b></p> <p>The financial reports had been previously circulated with the agenda.</p> <p><b>a) For Approval</b></p> <ol style="list-style-type: none"> <li>i) Schedule of Unapproved Expenditure for March and April 2016</li> </ol> <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 expenditure be approved.</p>

	<p><b>b) For Noting</b></p> <ul style="list-style-type: none"> <li>i) Bank Reconciliations for April and March 2016</li> <li>ii) Budgetary Control Report for April and March 2016</li> <li>iii) Bank Interest Report for April and March 2016</li> <li>iv) Schedule of Receipted Income for April and March 2016</li> <li>v) Income Analysis for 2015/2016</li> <li>vi) Month end overspend report, period April and March 2016</li> <li>vii) Bad Debt for March and April 2016</li> </ul> <p>In response to a question asked regarding the Bad Debt report, the Responsible Financial Officer advised that the debtors had moved address and so payments had ceased. However the debtor had tried to book the Blakehay Theatre since the report had been issued and the Council once again had an address lead to chase the debt.</p> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>RESOLVED:</b> That the reports be noted.</p>
26.	<p><b>Approval of Annual Return for the Year ended 31<sup>st</sup> March 2015</b></p> <p><b>i) To receive and approve the Annual Return (Chairman to sign)</b></p> <p>The Responsible Financial Officer advised that signatures from the Chairman and the Town Clerk were required on page 2, section 1 of the document and that the committee would need to consider and answer the required governance statement as such. The Chairman would also be required to sign section 2, page 3.</p> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>PROPOSED BY:</b> Councillor Mark Canniford  <b>SECONDED BY:</b> Councillor Michal Kus</p> <p><b>RESOLVED:</b> That the Chairman and Town Clerk be authorised to sign and approve the Annual Return and that the governance statement be completed answering yes to all sections.</p> <p><b>ii) To receive and approve the Statement of Accounts (unaudited)</b></p> <p>The Responsible Financial Officer advised that because of the size of the Council it was good practice to provide full accounts showing income and expenditure and a balance sheet, however this document was not subject to formal audit but the figures within were concurrent with that in the Annual return. However if not all members of the committee had received it prior to the meeting then it could be brought back to the next meeting for approval.</p> <p>The Town Clerk concurred that the legal part was to approve the Annual Return and that this was background information supporting it and therefore recommended that councillors deferred it to the next meeting where it could be considered in more detail.</p>

	<p><b>RESOLVED:</b> That the unaudited Statement of Accounts be deferred to the next Policy and Finance Meeting.</p>
27.	<p><b>Bad Debt Policy</b></p> <p>The policy had already been approved at the last meeting and therefore the agenda item was an oversight.</p> <p>In response to a query raised the Responsible Financial Officer informed of the council's trigger points for letters and committee acknowledgment for bad debts.</p> <p>The Responsible Financial Officer confirmed that the outstanding debt at the Water Park had now been settled and advised members that over the past 10 years the council had only incurred four instances of bad debt which she considered very low.</p>
28.	<p><b>Solar Panels at Grove House</b></p> <p>The Town Clerk referred to the resolution made at the last meeting to investigate the possibility of solar panels to reduce energy costs at Grove House. A response from North Somerset Council had been received which was reported to the committee that Grove Park was listed on the register of historic parks and they felt that solar panels would be out of keeping with the historic nature of the park.</p> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>PROPOSED BY:</b> Councillor Mark Canniford  <b>SECONDED BY:</b> Councillor Robert Cleland</p> <p><b>RESOLVED:</b> That the response from North Somerset Council be noted and accepted.</p>
29.	<p><b>Town Council Charges for the year 2016/2017</b></p> <p>The report of the Responsible Financial Officer had been previously circulated with the agenda.</p> <p>The Responsible Financial Officer advised of some miscellaneous charges that had been added and therefore needed approval by the committee. In response to a query, it was confirmed that the increased water park charge to £2 which was decided through the budget setting process was not clear and needed identifying as a change from the previous year.</p> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>PROPOSED BY:</b> Councillor Michal Kus  <b>SECONDED BY:</b> Councillor Roger Bailey</p> <p><b>RESOLVED:</b> That with the above amendment, the Town Council Charges document for the year 2016/2017 be approved.</p>

<p><b>30.</b></p>	<p><b>Procurement of Temporary Cleaning Contractor</b></p> <p>The quotation report to appoint a temporary cleaning contractor for the public conveniences was tabled at the meeting. The report indicated four contractors' quotations for an interim four month period due to the current contractor Skweekly Kleen having given their notice for the cleaning of the public conveniences and as such their contract would finish on 30<sup>th</sup> June 2016.</p> <p>Debate ensued.</p> <p>It was questioned why the contractors had handed their notice in. The Responsible Financial Officer reported that the public conveniences had been challenging since the council adopted them for a number of reasons, one of which was the standard of cleanliness and doubt whether they were being cleaned as frequently as required under the existing contract. After flagging this up with the contractors they had decided to hand in their notice at that point.</p> <p>The Town Clerk informed that all long term options for cleaning and maintenance of the toilets were being explored by the Expenditure and Governance Working Party who would make a recommendation to this committee.</p> <p>Members urged that the Council need to be more proactive in respect of monitoring and adhering to the contract.</p> <p>The Chairman informed that the ground staff already carried out daily spot checks for the cleaning.</p> <p>The Town Clerk advised that the Council had already withheld some payments to the existing contractors.</p> <p>A view was expressed that the Council needed to use local contractors to improve the reliability and quality of the cleaning.</p> <p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>PROPOSED BY:</b> Councillor Clive Webb  <b>SECONDED BY:</b> Councillor Michal Kus</p> <p><b>RESOLVED:</b> That Weston Support Services at the quoted cost of £12,653 (excluding addition cleans) be appointed for a four month period, the contract to start on 1<sup>st</sup> July 2016.</p>
<p><b>31.</b></p>	<p><b>H-Bar Policy – Parking Restrictions</b></p> <p>The report of the Town Clerk had been previously circulated with the agenda.</p> <p>Debate ensued.</p> <p>Members agreed with the Town Clerk that this was not the Town Council's responsibility and that it was not the right process but were mindful that the Town Council needed to be helpful as it was a sought after subject with members of the public.</p>

	<p>A vote was taken and <b>carried</b>. Accordingly it was:</p> <p><b>PROPOSED BY:</b> Councillor Clive Webb <b>SECONDED BY:</b> Councillor Michal Kus</p> <p><b>RESOLVED:</b> That the Town Council advise North Somerset Council that:</p> <ol style="list-style-type: none"><li>1. It is disappointed by the failure to consult in advance on this policy;</li><li>2. It is not prepared to handle applications directly from members of the public on parking or H bar restrictions, but:</li><li>3. It would however be prepared, with prior consultation, to consider taking part in a procedure where the Town Council is consulted on parking restrictions with the final decision made by North Somerset Council as the highway authority.</li></ol>
	<p>There being no further business, the Chairman closed the meeting at 8.00 pm</p>

Signed..... Dated.....  
Chairman