

**WESTON-SUPER-MARE TOWN COUNCIL  
MINUTES OF THE POLICY & FINANCE COMMITTEE MEETING  
HELD AT GROVE HOUSE ON  
MONDAY 15<sup>th</sup> APRIL 2019**

**Meeting Commenced:** 7.00 pm

**Meeting Concluded:** 7.18 pm

**PRESENT:** Councillors Clive Webb (Chairman), Roger Bailey, Peter Crew, James Davis, Catherine Gibbons, Michal Kus, Richard Nightingale and Alan Peak.

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

<b>410</b>	<p><b>To receive Apologies for Absence and Notification of Substitutes</b></p> <p>Apologies for absence were received from Councillors Mark Canniford, Peter Fox, Denise Hunt and Lisa Pilgrim with no substations.</p> <p>Councillor Robert Payne was not in attendance.</p>
<b>411</b>	<p><b>To receive Declarations of Interest</b></p> <p>There were no declarations of interest received.</p>
<b>412</b>	<p><b>To approve the minutes of the Policy &amp; Finance Committee meeting held on 18<sup>th</sup> February 2019</b></p> <p>The minutes had been previously circulated with the agenda.</p> <p>A wording error was highlighted under minute number 338.</p> <p><b>PROPOSED BY:</b> Councillor Peter Crew <b>SECONDED BY:</b> Councillor James Davis</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> That with the above amendment the minutes be approved and signed by the Chairman.</p>
<b>413</b>	<p><b>The minutes of the Working Party to Review Expenditure &amp; Governance</b></p> <p>Both sets of minutes had been previously circulated with the agenda.</p> <p><b>RESOLVED:</b> That the minutes of the of the Working Party to Review Expenditure &amp; Governance held on held on 14<sup>th</sup> January 2019 (approved) and 4<sup>th</sup> March 2019 (unapproved) be noted.</p>

	<p><b>Reference from the Community Services Committee 11<sup>th</sup> March 2019</b></p> <p>The Community Services committee had resolved that the grant applied for by the North Somerset LGBT Forum of £1,500 be recommended to the Policy and Finance Committee for approval from the 2019/2020 Community Grants budget.</p> <p>The grant application had been previously circulated with the agenda.</p> <p>The Deputy Town Clerk/RFO clarified that the amount of £1,500 would need to be deducted from the new 2019/2020 budget.</p> <p><b>PROPOSED BY:</b> Councillor Roger Bailey <b>SECONDED BY:</b> Councillor Michal Kus</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> To approve the grant for £1,500 from the 2019/2020 Community Grants budget.</p>
414	<p><b>Monthly Financial Reports: January &amp; February 2019</b></p> <p><b>a) For Approval</b> Schedule of Unapproved Expenditure</p> <p><b>PROPOSED BY:</b> Councillor Peter Crew <b>SECONDED BY:</b> Councillor Michal Kus</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> That the Schedule of Unapproved Expenditure for be approved.</p> <p><b>b) For Noting</b></p> <ul style="list-style-type: none"><li>i. Bank Reconciliations `</li><li>ii. Budgetary Control Report</li><li>iii. Bank Interest Report</li><li>iv. Schedule of Receipted Income</li><li>v. Overspend Month end report</li></ul> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> That reports 5b i – vi for be noted.</p>
415	<p><b>Grounds Team Overspend</b></p> <p>The report of the Town Clerk had been electronically distributed prior to the meeting and was available at the meeting.</p> <p>The Personnel Committee on 10<sup>TH</sup> April 2019 resolved that the working hours of the Grounds Manager post (JG5/6) be increased from 22 to 37</p>

	<p>hours and the grade be set at JG6; and recommended that the Policy and Finance Committee approved a potential overspend in 2019/20 to enable this to happen.</p> <p>The Town Clerk gave the background and reported on the difficulties experienced filling the position.</p> <p>Members were in full agreement that the responsibilities of the post warranted increased hours and grade.</p> <p>In answer to a question regarding the quality of previous applicants the Town Clerk informed that only two applications had been received. A well-qualified candidate had been offered the post, but had turned it down. He added that large efforts had gone into the recruitment of the position.</p> <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 in accordance with the recommendation of the Personnel Committee, the Policy and Finance Committee approve over budget expenditure approval of £6,289 in the financial year 2019/20 to enable a Grounds Manager to be recruited on a full time basis.</p>
<p><b>416</b></p>	<p><b>Affiliation of Weston Town Council with RFA Tideforce</b></p> <p>The report of the Town Clerk had been previously circulated with the agenda.</p> <p>RFA Tideforce was one of four Tide-class replenishment tankers of the British Royal Fleet Auxiliary (RFA). A request had been received from the Commanding Officer, Captain G C Shattock, in a letter dated 11<sup>th</sup> March for Weston-super-Mare to affiliate with RFA Tideforce.</p> <p>The Town Council had had no prior knowledge of the proposals for the affiliation between RFA Tideforce and the Town and the Town Clerk had replied that, while the Council felt honoured by the proposal, the letter of 11<sup>th</sup> March was the first correspondence that had been received on the matter and it had not been previously discussed at any public or internal meeting.</p> <p>The correct process, following an invitation for such an affiliation, was for it first to be considered by elected members, hence the report. If the committee agreed to the affiliation, then the affiliation has to be submitted for formal approval at a full Town Council meeting.</p> <p>The annual Town Council and Mayormaking meeting on the 16<sup>th</sup> May would be the first meeting of a newly elected administration setting up the new council post-election and would not be able to discuss substantive business. However, a full council meeting had been put in the calendar for 15<sup>th</sup> July and would be able to resolve to approve the affiliation if the</p>

	<p>committee was minded so to recommend.</p> <p>A Service of Dedication of the ship was planned for August and the new Mayor would be invited, should the affiliation be accepted.</p> <p><b>PROPOSED BY:</b> Councillor Michal Kus <b>SECONDED BY:</b> Councillor Peter Crew</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RECOMMENDED:</b> To approve in principal and recommend for formal approval at the full Town Council meeting on 15<sup>th</sup> July 2019 the affiliation of the Town Council with RFA Tideforce.</p>
417	<p><b>Use of Accessible Fonts</b></p> <p>The report of the Town Clerk recommending that all Town Council agendas and minutes be produced in 12 point Arial font had been previously circulated with the agenda.</p> <p><b>PROPOSED BY:</b> Councillor Roger Bailey <b>SECONDED BY:</b> Councillor Michal Kus</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> That with effect from 3<sup>rd</sup> May 2019 all Town Council agendas and minutes be produced in 12 point Arial font.</p>
418	<p><b>Review of Equality &amp; Diversity Policy and Safeguarding Policy</b></p> <p>Both policies had been previously circulated with the agenda.</p> <p>The Town Clerk advised that it had been recommended by grant awarding bodies that all policies needed to be regularly reviewed. He was not aware, however, of any requests for specific changes.</p> <p>The Deputy Town Clerk/RFO informed that it was prudent to review policies regularly as they came into practice on a daily basis.</p> <p>A member questioned how disability accessible Grove House was, to which the Deputy Town Clerk/RFO explained that it was not. However, Grove House had still been able to host weddings before the function ceased. If the council were made aware of any new measures, then they would address them to be compliant.</p> <p><b>PROPOSED BY:</b> Councillor Michal Kus <b>SECONDED BY:</b> Councillor Peter Crew</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> To approve and re-date the Equality &amp; Diversity and Safeguarding Policies.</p>

	There being no further business, the Chairman closed the meeting at 7.18 pm

Signed..... Dated.....

Chairman