

**DURSLEY TOWN COUNCIL**

MINUTES and REPORT of the MEETING of the POLICY AND FINANCE COMMITTEE of the Council held in the Dursley Library, May Lane, Dursley at 7.30 p.m. on Tuesday 18<sup>th</sup> April 2017 for presentation to the Council on the 9<sup>th</sup> May 2017.

**PRESENT**

Chairman: Councillor L Patrick

Councillors: S Creswick, M Laybourne, N Grecian, P Hayes, B Cairns

In Attendance: Deputy Town Clerk, L Wellings

Absent: Councillor M Nicholson

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors S Abraham (work), J Burdge (personal) and A Stennett (personal).

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. REQUEST FOR DISPENSATIONS**

There were no requests for dispensations.

**4. REPRESENTATIONS FROM MEMBERS OF THE PUBLIC**

There were no representations from the public.

**5. MINUTES**

The Minutes of the meeting held on the 21<sup>st</sup> February 2017 were approved and signed.

**6. INSURANCE**

It was noted that Council's current insurance agreement was due to end on 31<sup>st</sup> May 2017 and work is ongoing to prepare insurance quotations for the period 1<sup>st</sup> June 2017-2020.

The Asset Register had been reviewed and was considered alongside current insurance sums, revisions were made and sums were adjusted to reflect changes and replacement costs.

The following additional items were included specifically:

- a) fencing at the War Memorial Recreation Ground (adjacent to pool)
- b) the walls at St Mark's and Kingshill House Play Park
- c) the tractor shed on the War Memorial Recreation Ground (£50,000)

It was suggested that further work be undertaken to establish estimated costs/sums for the above items a-b and that the insured values for Council owned buildings are:

- d) revised to reflect costs associated with fees as well as the rebuild.

Longer term work was identified in relation to the following which would be scheduled into the work programme:

- e) Ongoing review of the Asset Register and its presentation.
- f) In relation to Council owned buildings/stone bus shelters, recalculate rebuild costs with Quantity Surveyor in 2018 (to include fees/charges).
- g) Seek valuations for regalia (Mayor and Consort Chains).
- h) Seek replacement costs for Cemetery Gates and Fences and War Memorial Gates and Pillars.

Councillor Cairns withdrew from the meeting at 8:45pm.

**IT WAS AGREED** that the Committee Chairman, Vice Chairman and Deputy Town Clerk would work together on the further work identified above in relation to a), b) and d) to agree the additional revisions and submit the revised Asset Register to the insurance companies to progress quotations ready for consideration at full Council. The longer term work identified above e) to h) would be scheduled into the work programme.

7. REVIEW OF CURRENT LIST OF DIRECT DEBIT PAYEES

The current list of Direct Debit payees was reviewed. It was noted that Total Gas and Power had overcharged the Council but the amounts had since been adjusted and a refund given.

**IT WAS RESOLVED** to make no changes and accept the current list.

8. UPDATE ON THE CHARGES FOR LLOYDS BANK PLC BUSINESS ACCOUNT

A letter from Lloyds Bank plc regarding charges to the Business Account was considered and noted.

9. REVIEW THE FOLLOWING EXISTING POLICIES:

a) DATA PROTECTION POLICY

**IT WAS AGREED** that the above policy would be recommended to Council subject to the following amendments being made: to include a paragraph stating that the Council is registered with the Information Commissioner and to state that the policy would be reviewed 'periodically' and include 'date for review – by 2019'.

b) PROCUREMENT POLICY

**IT WAS AGREED** that the above policy, as amended by the Town Clerk, would be recommended to Council subject to the inclusion of a paragraph referencing compliance with the Council's Financial Regulations and tendering process.

10. UTILITY SUPPLIERS

Policy and Finance

18<sup>th</sup> April 2017

- a) The agreement to extend gas and electricity contracts by 36 months for the War Memorial Recreation Ground Pavilion and Cemetery Toilet as recommended by LSI Energy and approved by the Committee Chairman and Town Clerk was noted.
  
- b) **IT WAS RESOLVED** to extend LSI Energy as the Council's energy broker until 31<sup>st</sup> May 2020.

The meeting closed at 9:10pm.

.....  
Chairman

.....  
Date

DRAFT