

DURSLEY TOWN COUNCIL

MINUTES and REPORT of the MEETING of the POLICY AND FINANCE COMMITTEE of the Council held in the Methodist Church Rooms, Castle Street, Dursley at 7.00 p.m. on Wednesday, 27th October 2015 for presentation to the Council on the 3rd November 2015.

PRESENT

Chairman: Councillor R Blackwell-Whitehead

Councillors: C Nelmes, S Creswick

In Attendance: Town Clerk, J Kay, Deputy Town Clerk, Leah Wellings

Absent: M Laybourne, A Stennett, F Firth

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors N Grecian, B Marsh, M Nicholson and L Patrick (all personal).

2. DECLARATIONS OF INTEREST

Councillor Creswick declared a personal interest in agenda/minute item 7 b) as the Dursley in Bloom Treasurer.

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 9th September 2015 were approved and signed.

6. REQUEST FOR ADDITIONAL PLAQUE FOR WAR MEMORIAL GATES

Members considered commissioning a plaque for inclusion on the War Memorial Gates, listing the names of those service people lost in World War 2 currently recorded at the War Memorial Recreation Ground Pavilion. The request for the plaque had been made by representatives of the Heritage Centre and the Dursley and Cam Society.

IT WAS RESOLVED to investigate the costs and practicalities of commissioning the plaque and approach the British Legion and St James' Church for their view before bringing the item back to the Committee for discussion prior to making recommendations to full Council.

7. TO CONSIDER EMERGENCY GRANT APPLICATIONS

Emergency grant applications were considered from:

a) Dursley and District Good Neighbours Scheme - £500 for admin costs/driver expenses.

IT WAS RESOLVED to recommend approval at the Council meeting on 3rd November 2015, subject to receipt of an equal opportunities policy/statement.

b) Dursley in Bloom - £500 for insurance, fees, plants, compost and gloves.

IT WAS RESOLVED to defer consideration of the application to the Council meeting on 3rd November 2015, due to minute 2 above.

c) Chantry Centre (Ultimate Cardio) - £895 for roll mat.

IT WAS RESOLVED to recommend approval at the Council meeting on 3rd November 2015, subject to the roll mat being purchased, owned and retained by the Chantry Centre for use by other groups using the venue.

6. COMMITTEE WORK PROGRAMME

The work programme within the agenda papers was reviewed.

IT WAS RESOLVED to amend the work programme and identify the priority projects. The revised document with priorities is attached as Appendix 1.

IT WAS AGREED that the Town Clerk check the contract and bill for Audit Solutions and review the auditing programme and availability of the previous Auditor, for consideration moving forward.

7. BUDGET FOR 2016-2017 AND 3-YEAR FORWARD PLANNING

The draft budget, including 3-year forward planning, within the agenda papers was reviewed.

IT WAS RESOLVED to amend the draft budget and check the following figures: Sundry expenditure of £5,606.74, admin income for 2014/15 and youth service income for 2014/15. The revised document is attached as Appendix 2 with notes/actions.

IT WAS RESOLVED to hold a budget planning meeting on 5th November 2015, 5pm at Jacob’s House to review the entire budget in detail and consider the investment process, earmarking of reserves and presentation of budget prior to consideration at Council. Councillors Blackwell-Whitehead, Nelmes and Creswick to attend with the Town Clerk.

There being no further business, the meeting closed at 8:35 p.m.

.....
Chairman

.....
Date

Appendix 1

P&F

REGULAR MAINTENANCE PROGRAMME**Work**

Asset register updates
 Annual report to be included in 1st Summer newsletter
 Budget
 Data protection - ensure compliance
 Dursley & Cam Joint Councillors meetings

External audit return and annual accounts
 Grants, memberships, subscriptions and donations
 Insurance updates and reviews
 Internal audit
 Internal financial checks
 Monitor achievement against the corporate plan of objectives and priorities
 Vibe Centre management
 Newsletter

pensions returns
 Request precept
 Review H&Safety policy and risk assessments
 Review Standing Orders and Financial Regulations
 Review standing committees
 Website (day to day)
 IT and backups maintenance

Staff

John
 Leah
 P&F
 John
 Councillors

 John
 P&F
 John/P&F
 Contractor
 Councillors
 P&F

 Council office
 Leah

 John
 John
 P&F
 P&F
 P&F
 John/Leah
 John/SITM

Frequency

As required
 Annually
 Annual - October
 As required
 Quarterly to replace GL11 meetings from Dec 2015

 Annual - April/May
 Annual in October
 As required/annually
 6 monthly
 Monthly rota
 Annual

 Ongoing
 Review Frequency from Quarterly to 6 monthly

 Annual April
 Annual January
 Annual February
 Annual
 Annual
 Update as required.
 As required

Policy and Finance

27th October 2015

Projects	Staff	Completion date		
Health and Safety - COSHH update	Councillors Laybourne and Stennett	2012 (Priority 1)	OVERDUE	Check with Mel
Parish Plan with Cam	Outsourced to Vale Vision	2012	OVERDUE	
ID-cards for staff and councillors	Leah	2015	COMPLETED	
Plaques for jubilee tree and memorial gates	Helen-John	2013	OVERDUE	Check with GG
Purchase A board	ANN	2015	ONGOING	
Source fire safe	Helen	2013	COMPLETED	
Business Continuity Plan	John	2015/16 (Priority 1)	DUE	
Review website design/content/supplier	John/Communications group	2015/16 (Priority 1)	DUE	Review who is on Comms group
Review savings accounts/interest rates	John/P&F	2015/16	DUE	
General Power of Competence- prepare for eligibility in May 2016	P&F	2016 (Priority 1)	DUE	
Local Council Awards Scheme - prepare for eligibility in May 2016	P&F	2016	DUE	
Youth service provision - 2 year term contract (2015-2017)	John/Clare Nelmes	2017	ONGOING	
Develop Neighbourhood Development Plan	P&F/ANITA	2015/16	IN PROGRESS	
Community Engagement plan	John	2015/16	DUE	
Develop communication and engagement policy.	John	2015/16	DUE	
Develop social media policy	John	2015	COMPLETED	
Community buildings - incl Littlecombe S106	P&F	2015	IN PROGRESS	
Sustainability projects with Cam PC	Councillor Laybourne	2013	POSTPONED	Check with Mel
Town clock	P&F	2015/16	AS REQUIRED	
War Memorial refurbishment	P&F	2015/16 (Priority 2)	DUE	
Corporate Plan of objectives and priorities	P&F	2015/2016	IN PROGRESS	Create alongside Budgeting process