



EMERSONS GREEN
TOWN COUNCIL

**Minutes of a Meeting of the Finance Committee
24th January 2019**

Present: Councillors, J Adams, S Budd, S Hill, R Nichols, U Shepherd, P Todd (Chairman)

Attendees: Cate Davidson (Clerk)

Members noted the evacuation procedures.

365 Apologies

Apologies were received from Councillors C Johnson & B Wiltshire

366 Declarations of Interest under the Localism Act 2011

No interests were declared at this time.

367 To approve Minutes of meeting of 29th November 2018

It was **Resolved** that the minutes are approved and signed as an accurate record of the meeting on 29th November 2018.

The Clerk updated members on the Service 462 bus funding which was questioned at the last meeting. Members noted that this service is supported by this Town Council and Downend & Bromley Heath Parish Council. D & BH has recently reviewed the service and feels that it is well used, mostly by pensioners. The Clerk has asked South Glos Bus Services to send monthly usage figures to her with future invoices and also include this Town Council in any future reviews or discussions that take place.

The Clerk confirmed that she has contacted Barclays and that the Councils accounts are the most suitable for the business it does with charges being at the minimum possible. There is no facility to have free banking with Barclays and this is the same with all other big banks.

368 Payments

Members received the schedule of payments which was considered and it was **Resolved** that the payments are approved.

369 Bank Statements & Reconciliations

Members viewed the Banks Statements alongside the Bank Reconciliation to 31st December 2018 and it was **Resolved** that they are accurate and approved for signing by the Chairman.

370 Quarter 3 Budget Review 2018/19

Members received a full schedule of income and expenditure to the 31st December 2018. It was noted that all budgets are below or at expected levels apart from the Mayors Allowance which has exceeded the budget due to the purchase of the replacement Chain of Office. It was **Resolved** that the Quarter 3 budget is noted and approved.

371 IT Works

The Clerk advised members that she feels that the current website is not on a platform that really meets the needs of the Town Council. At this stage the Council would need to invest money in the training of staff for the maintenance of the site and on the basis that a more interactive site would be preferable would now be the time to have the site re-modelled on the Wordpress platform which the Clerk is already familiar with and can train other staff to use? Several members agreed that the current site is not very user friendly and a couple of comments have also been made by local residents. Members were reminded that when the matter was considered in 2017 the Clerk received 3 quotes, one for the current site and two others from designers using Wordpress. A revised quote has been received from Mediatube which was the cheaper (by far) of the Wordpress designers, however the Clerk advised that she knows Mediatube through her work with Sodbury Town Council and whilst she would recommend this company wanted to declare this interest. After some discussion it was **Resolved** that Mediatube is appointed to re-design and implement the website.

The Clerk advised members that staff have concerns over the security of the Allotments database as this was created by the previous Clerks husband and we don't have access to maintain it. Discussion was had about whether this could be recreated on Excel and whilst there is no doubt it could be it would be very time consuming with training having to be done on installing and using Macros. There is a database add-on to the RBS financial package the Council uses and after some consideration it was **Resolved** that the Allotments package is purchased from RBS with ongoing costs being noted.

**Actions: Clerk to arrange for new website to be implemented by Mediatube
Clerk to arrange for Allotments Database to be purchased from RBS**

372 Health & Safety Policy

A revised Health & Safety Policy was circulated to members with the agenda for this meeting. This Policy includes information about and a checklist for Lone Working which is not in the current Policy. It was **Resolved** that the proposed Policy is adopted and circulated to staff.

Action: Clerk to circulate Policy to staff

373 Grants

The following grants were considered:

- Emersons Green Primary School - £20,000 towards a replacement wooden trim trail – The Clerk explained that the original application raised several concerns and whilst some of these have been addressed by the School the Clerk would still expect to have seen 3 quotes for such a big job. Members were surprised at the amount of money being asked for and commented that the School should be funding this provision. It was also noted that the use of the equipment would be restricted to attendees of the school rather than the wider public. After some discussion members asked the Clerk to advise the School that the application will be considered on submission of 3 quotes for the works required and at that time they would expect a representative from the School to attend a meeting and present the case to the Committee.
- St Peter's Hospice - £2,000 towards the community nursing team which looks after people in their own homes- It was **Resolved** that this grant is recommended for approval by Full Council.

**Actions: Clerk to contact EGPS and update them
Clerk to take St Peter's Hospice grant to Full Council**

374 Items to report

Members discussed the flagpole and noted that the relocation of the RBL pole from Staple Hill is unsuitable. The Clerk was asked to obtain quotes for a new pole and installation.

The Clerk showed members the poster/agenda for the Annual Parish meeting which was approved for distribution. After discussion it was agreed that rather than the usual buffet coffee/tea and biscuits would be offered at the next meeting.

Cllr Todd informed members that he will not be able to make regular attendance at Finance Meetings due to new working hours. Members asked Cllr Todd to continue as Chairman of the Finance Committee until after the elections when appointments would be revised.

375 Date of next meeting – Date of next meeting: 21st February 2019, 19.00, EGTC Offices

The Chairman closed the meeting at 20.05