Council Offices, Commercial Road, Weymouth, Dorset, DT4 8NG

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Councillors nominated to the Finance & Governance Committee are hereby summoned to attend the following meeting. Please inform the Clerk if you are unable to attend.

**NOTICE OF MEETING**

**MEETING:**  Finance and Governance Committee Meeting

**DATE & TIME**: Wednesday 24th March 2021 at 7.00pm

**PLACE:**  Zoom

This is a meeting in public, not a public meeting. Due to the current restrictions in place the Council is unable to meet in person and so will be meeting virtually. Members of the public can view the meeting live on the Council’s Facebook page [www.facebook.com/WeymouthWTC](http://www.facebook.com/WeymouthWTC)

Anyone wishing to attend or ask a public question should do so by email to office@weymouthtowncouncil.gov.uk by 9am on the day prior to the meeting if possible.

Agenda and papers are available at [www.weymouthtowncouncil.gov.uk](http://www.weymouthtowncouncil.gov.uk)

J L Biscombe, FSLCC, CiLCA

Town Clerk 18 March 2021 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Agenda

1. Welcome by the Chair
2. Apologies for Absence and Substitutions
3. Declarations of Interest
4. Minutes of the last meeting
5. Councillor questions
6. Public questions
7. Amendments to Standing Orders
8. Grant Applications
9. Grant Policy and Form for 21/22
10. Working Group Terms of Reference
11. Information items
* Catering Services Mobilisation Update
* Full Asset Review Update
* Income Generation Update
* Actions from the last meeting
* Forward Plan
1. Bincleaves Coastguard Station
2. Exclusion of the Press and Public
3. Tenant Support Update

## **Welcome by the Chair**

## **Apologies for Absence and Substitutions**

To approve any apologies received.

## **Declarations of Interest**

To receive Councillor Declarations of Interest in matters on the agenda.

## **Minutes of the last meeting**

To agree the minutes of the previous meeting held on 10 February 2021.

### Recommendation:

That Councillors agree the minutes as a true and accurate record and agree they be signed as such on a future date.

## **Councillor’s Question Time**

Prior notice preferred where possible.

## **Public Question Time**

Questions referring to the work of Dorset Council or other partner agencies will not be taken at this meeting.

No questions have been received to be included with the agenda despatch. Members of the public are able to ask a public question up until 9am on the day before the meeting date by emailing office@weymouthtowncouncil.gov.uk .

The length of time available for public questions will be determined by the Chairman.

## **Amendments to Standing Orders**

Recommendation from the Governance Working Group.

Councillors are asked to consider the following amendments to Standing Order 4 on Committees and sub-Committees.

The replacement of:

4.4.6  Shall, after it has appointed the members of a standing committee, appoint the Chairman of the standing committee

4.4.7  Shall permit a committee other than a standing committee, to appoint its own Chairman at the first meeting of the committee

With:

4.4.6 The Chairman of standing Committees and other Committees shall be appointed by the members of that Committee.

Councillors are asked to consider the following amendment to Standing Order 5 on Ordinary Council Meetings.

To insert a point 5.10.3 – Nominations to standing Committees and the election of the Chairs of those Committees by those nominated and agreed Committee Members.

### Impact Assessment:

**Equalities –** There are no direct impacts from this report.

**Environmental –** There are no direct impacts from this report.

**Crime and Disorder –** There are no direct impacts from this report.

**Financial –** There are no direct impacts from this report.

**Resources –** There are no direct impacts from this report.

**Economic –** There are no direct impacts from this report.

**Risk Management –** The amendments to SOs will allow the Chairs of Committees to be decided at the Annual Council meeting, thus enabling the Members of the Finance and Governance Committee to be determined. As such the business of the Annual Council meeting can be effectively executed.

### Recommendation:

Councillors are asked to agree the amendments to Standing Orders as detailed in the report for recommendation to Full Council.

## **Grant Applications**

The following applications have been received and are attached to this agenda at Appendix A, along with a copy of the agreed Grants Policy for 20/21:

### Greenhill Bowling Club:

The Greenhill Bowling Club wish to update the toilet facilities within the clubhouse. The clubhouse was built in 2000 and funded by the Bowls Club. The gentleman’s toilets need replacement/refurbishment some 21 years later. The project is to replace urinals, basin etc and some refurbishment work in the ladies’ toilets. The Town Council holds the leasehold of the bowling green and clubhouse.

Greenhill Bowls Club unsuccessfully requested a previous grant within this financial year. The request was denied due to not meeting the grant process eligibility.

**Project cost:** £1,750.00

**Application amount:** £1,400.00 (updated amount)

**Recommendation:** to allocate £1,400.00

### Impact Assessment:

**Equalities –** There are no direct impacts from this report.

**Environmental –** There are no direct impacts from this report.

**Crime and Disorder –** There are no direct impacts from this report.

**Financial –** There are no direct impacts from this report.

**Resources –** There are no direct impacts from this report.

**Economic –** There are no direct impacts from this report.

**Risk Management –** There are no direct impacts from this report.

### Recommendation:

That Councillors discuss the grants detailed above and decide on allocations to be made.

Summary of grant allocations in 20/21:

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant | Project | AgreedAllocation | Date agreed |
| Weymouth Concert Brass Band | Purchase of branded fleeces | 600.00 | 13/05/20 |
| Weymouth Neighbourhood Policing | Commencing football camps | 2,000.00 | 13/05/20 |
| Citizens Advice Central Dorset | Upgrading IT. Publicity materials. | 1,775.00 | 13/05/20 |
| The Bus Shelter Dorset | Purchase of white goods. | 1,340.00 | 13/05/20 |
| AIR FM CIC | Upgrade transmission equipment | 2,000.00 | 30/09/20 |
| Refresh | Keep in Touch Project | 2,000.00 | 30/09/20 |
| Friends of Radipole Park & Gardens | Sensory Garden | 2,000.00 | 30/09/20 |
| Waterside Community Forum | Short mat bowls | 1,570.00 | 30/09/20 |
| Nothe Fort | Victorian Christmas Market | 1,945.20 | 30/09/20 |
| The Nest Social Supermarket | Set-up | 2,000.00 | 30/09/20 |
| South West Talking Newspaper | IT equipment | 579.00 | 16/12/20 |
| Refresh | Drive-In Nativity | 2,810.00 | 16/12/20 |
| Old Town Hall | Painting of railings | 1,878.00 | 10/02/21 |
| St Mary’s Church | Partnership project re RSPB | 2,000.00 | 10/02/21 |
| Friends of The Marsh | Design and public art project with Budmouth College | 2,000.00 | 10/02/21 |
| Greenhill Bowls Club | Toilet refurbishment | 1,400.00 |  |
|  | Total previously AGREED | £26,497.20 |  |
|  |  |  |  |
|  | Remaining Budget prior to this meeting | £23,502.80 |  |

## **Grant Policy and Form 21/22**

The grant policy and form are reviewed annually to ensure it remains fit for purpose and addresses any issues that have arisen over the previous year.

The main changes proposed are:

* The inclusion of the Council’s seven agreed priorities and a question regarding which priorities the project contributes to
* A new question on consultation and identification of need
* A stipulation that the of the most recent accounts must not be more than 12 months old
* A stipulation that the most recent bank account statement & details of any other investments/savings held must not be more than 3 months old
* That a copy the groups most recent AGM notes should also be submitted as part of the evidence base.

These changes are highlighted in red on the attached draft policy and form.

### Impact Assessment:

**Equalities –** There are no direct impacts from this report.

**Environmental –** There are no direct impacts from this report.

**Crime and Disorder –** There are no direct impacts from this report.

**Financial –** The amendments will allow Councillors to more accurately assess applications and be assured of financial due diligence more accurately.

**Resources –** The amendments will allow Councillors to align the use of the grants budget to the Council’s agreed priorities.

**Economic –** There are no direct impacts from this report.

**Risk Management –** The amendments will allow Councillors to more accurately assess applications and be assured of financial due diligence.

### Recommendation:

Councillors are asked to agree the attached revised policy and form (Appendix B) for recommendation to Full Council.

## **Working Group Terms of Reference**

Recommendation from the TAG group.

In order to standardise the way the Council’s working groups operate and are monitored, Councillors are asked to consider the attached draft template for Working Group Terms of Reference.

### Impact Assessment:

**Equalities –** There are no direct impacts from this report.

**Environmental –** There are no direct impacts from this report.

**Crime and Disorder –** There are no direct impacts from this report.

**Financial –** There are no direct impacts from this report.

**Resources –** There are no direct impacts from this report.

**Economic –** There are no direct impacts from this report.

**Risk Management –** An agreed, standardised template for Working Group’s Terms of reference will ensure an equitable operating and monitoring process across all groups.

### Recommendation:

Councillors are asked to agree the attached template (Appendix C) for recommendation to Full Council.

## **Information Items**

### Catering Services Mobilisation Update

### Purpose:

To provide members with an update on progress with the mobilisation of the council’s new catering service.

### Background:

As agreed at previous meetings for both the Finance & Governance Committee and Full Council, officers are working on the establishment of a new catering service for the town council.

This work is overseen by a Mobilisation Group which includes key officers and two nominated members – Cllr Wakeling and Cllr Gray. The Group met twice in December and throughout January it met on a weekly basis and, since the opening of the Prom Café, it has met fortnightly.

### The Prom Café performance to date

Since opening on the 18th February, the Prom Café has been open seven days a week and trade has been fair with income ahead of budget for this period. Detailed financial figures will be reported to the Finance & Governance Committee on a quarterly basis.

Key actions since the last update have included:

• The Catering Team Leader has started in post and has been supporting the Catering Supervisor in the day-to-day delivery of the service

• A sale agreement with the current tenant of the Brunswick Terrace kiosk has been completed, and Weymouth Town Council will take ownership of the kiosk on 1st April 2021.

• Planning and purchasing of equipment for the Brunswick Terrace kiosk, which will be known as the Beach Café, has commenced

• Following repairs and internal fitout it is anticipated that the Beach Café will offer a take-away service from mid-April in accordance with any national Covid restrictions

• Table and chairs have been ordered and will be available for customers at the Prom Café to use from 12th April 2021 in accordance with the government’s roadmap.

• The Prom Café has been awarded a 5\* Food Hygiene rating by Dorset Council

• WTC is working with Weymouth College with the aim of appointing a young person to support the catering services through the national Kickstart scheme. Under this scheme the government provides funding to employers to create job placements for 16 to 24 year olds who are on Universal Credit and at risk of long-term unemployment.

• The catering services is working with the Marketing & Communications Officer so that the service has an online presence, e.g. pages on the WTC website, Trip Advisor and Facebook.

• The service launched the Prom Café with a limited menu but which will be developed over the coming months in time for peak trading. Where possible, supplies and stock aresourced locally. Local suppliers include Craig’s Dairy Farm, Roberts Food Service, Café Rico and Jessica’s Farmhouse Cakes.

• Where possible the service is not using single use plastics and all packaging is compostable.

### Full Asset Review Update

During November 2020, the Finance and Governance Committee agreed to adopt the Asset Management plan and to carry out a full review of the Town Councils assets.

The Committee nominated four members (Cllr Harris, Cllr Nickinson, Cllr Northam and Cllr Taylor) to work alongside the Deputy Town Clerk, the Business and Finance Manager, Contracts and Facilities Officer and other officers as required to carry out the review. This includes support from the Civic and Admin Officer.

It is envisaged that the first phase of the review (Completion of asset review templates) will take up to 6 months and the second phase (to progress the recommendations and short-term outputs) 8 – 12 months from the commencement of the review.

The Asset Review Group has met during February and March 2021.

Key actions carried out to date include:

* Building condition surveys (Freehold assets) and valuations with final reports due this month.
* Scope and process of review agreed in accordance with the Asset Management Plan.
* Familiarisation of Town Council freehold and leasehold assets.
* Prioritisation of the assets to be reviewed.

Officers will shortly commence work on the completion of the high priority asset review templates. This will be followed by the completion of the templates for medium priority and low priority assets.

This is an ambitious first phase of the review programme - over a short duration and is subject to change due to the complexities being presented by the scale and intricacy of some assets.

### Income Generation Update

Cllr Taylor will be asked to provide a verbal update at the meeting.

### Actions from the last meeting

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Who | Action | Status |
| 10/02/21 | MR | Request that BH contacts Cllr Legg to discuss sandbag sites. | Completed |
| 10/02/21 | Cllr Northam | Speak to TW regarding identifying areas of land in DC’s ownership that they may be willing to transfer to WTC for use as allotments. | In progress |
| 10/02/21 | JB | Speak to SMT about whether department action plans and KPIs can be populated at the end of the first quarter of 2021-22 in order that they can be reviewed in June.  | Completed. First Service Plan going to Services Committee for agreement this month. |
| 10/02/21 | JB | Speak to TW about whether the proposal for the nursery can be brought forward to June or July 2021 | Progressing as part of the Strategy due in the summer. |
| 10/02/21 | JB/MR | TW to be asked whether there is any funding left in The Marsh Action Plan that could be used towards the painting of the basketball court. | In progress |
| 10/02/21 | Cllr Gray | Cllr Gray and Clive Tuck (WADT) to explore the query raised by Cllr Taylor regarding the costing for utilities in the Tumbledown Business Plan. | In progress |
| 16/12/20 | TH | Explore Cllr Taylor’s query regarding the increase in fees for charity events. | Ongoing |
| 16/12/20 | IM/Cllr Gray | Look at including more detail in the payroll budgets. | Ongoing |
| 11/11/20 | Cllr Gray | Cllr Gray to circulate information so that Members can put together the principles of what they want the town centre to look like. | In progress |
| 11/11/20 | JB/MR | Councillor briefing to be organised in the New Year to discuss the future of the town centre. | In progress |
| 30/09/20 | IM | Budget Working Group to look at renaming some of the reserves so that it is clear what they are for. | In Progress |

### Finance and Governance Forward Plan

The forward plan is as below. Please note that this plan is subject to regular amendments and is only intended as a guide.

|  |  |  |
| --- | --- | --- |
| Date | Meeting | Items for consideration |
| 07/04/21 | Full Council | In PurdahRecommended policy updatesPSPO updates (tbc)Land off Pinemoor Close/Brackendown AvenueIronman Host Venue Agreement (HVA)Refresh of Standing OrdersPetitions PolicyPaternity PolicySocial Media PolicyEmail PolicyGrant policy and formWorking Group Terms of Reference |
| 21/04/21 | Services | In PurdahTown Centre Management updateService plans and performance managementReview of Allotment Notice to Quit periodForward plan of events (from FC 24/02/21)Covid Community Recovery Action PlanHarbour briefing from Cllr Gray (tbc)Bin Policy |
| 12/05/21 | F&G | Grant ApplicationsMural Trail Project Plan? |
| 19/05/21 | Full Council | Annual MeetingElection of Mayor, Deputy Mayor and Mayor ElectElection of Leader and Deputy LeaderNominations to CommitteesNomination of Champion roles Nominations to outside bodiesConfirmation of Working Group membershipUpdated Code of Conduct |
| 02/06/21 | Services | Beach Management update |
| 09/06/21 | HR | Town Clerks appraisal date (Early September)Union recognition agreement |
| 16/06/21 | F&G | Grant Applications Approve Governance StatementFinancial outturn 19/20Updated Standing OrdersUpdated Financial RegulationsRecommended policy updates to Full CouncilPetitions PolicyMember attendance recording |
| 23/06/21 | Full Council | Approve Governance StatementFinancial outturn 19/20Updated Standing OrdersUpdated Financial RegulationsBin PolicyRecommended policy updatesPetitions PolicyMember attendance recording |
| 07/07/21 | Services |  |
| 21/07/21 | F&G | Grant ApplicationsQ1 Budget monitoringConsultations Policy |

### Recommendation:

That Members note the information items.

## **Bincleaves Coastguard Station**

### Purpose:

To present to the committee a request from the Marine Coastguard Agency (MCA) for a sub-licence to allow the installation of telecommunications equipment on the Coastguard Station at Bincleaves.

### Background:

The MCA currently has a lease with from Council for land and associated buildings at Bincleaves for use as a coastguard station. This is detailed within Confidential Appendix D. The MCA has been approached by telecommunications company called Excelerate Technology which is working with Dorset Council for a one-year trial of 5G in the area. Excelerate Technology wishes to install two antenna and two dishes on the Bincleaves coastguard station.

As per Confidential Appendix D, the installation would be for a twelve-month period commencing 1st April 2021 and the MCA has confirmed that it will make a payment to the town council equivalent to 50% of any income that it receives from the telecommunications company.

The terms of the current lease do not allow the proposal as the property is restricted to coastguard use and underletting prohibited. It is being proposed, therefore, that a 12-month sub-licence is issued to allow the trial to take place.

The specification and plans for the antenna and dishes can be found in Confidential Appendix E.

### Confidentiality:

Details of the licence and income (Confidential Appendix D) and plans (Confidential Appendix E) remain confidential as publicity/ disclosure could compromise the commercial sensitivity of the information and significantly impacting on the Council’s ability to negotiate and act commercially.

Should members wish to discuss the confidential appendices in accordance with the Town Council’s standing orders (paragraph 10.1.11) then a motion may be moved at the meeting without written notice to the proper officer to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest.

### Impact Assessment:

**Equalities –** None identified

**Environmental –** None identified

**Crime and Disorder –** None identified

**Financial –** The council will receive a one-off payment from the MCA as part of this licencing arrangement.

**Resources –** The Contracts & Facilities Officer will produce the sub-licence with legal support if required.

**Economic –** None identified.

### Recommendation:

The Committee is asked to:

a) approve the issuing of a sub-licence to the Maritime & Coastguard Agency for a twelve-month period for the installation of telecommunications equipment at the Coastguard Station at Bincleaves as set out in Confidential Appendix D;

b) agree that the sub-licence to the Maritime & Coastguard Agency (MCA) requires a one-off payment to the Town Council equivalent to 50% of any income received by the MCA for the installation of the telecommunications equipment;

c) delegate authority to the Town Clerk to agree and issue the sub-licence.

## **Exclusion of the press and public**

Under the Public Bodies (Admissions to Meetings) Act 1960 members of the public and press are required to leave the meeting due to the sensitive nature of the item next to be considered relating to leases and arrangements with existing tenants

### Recommendation:

That Councillors agree to exclude the public and press.

## **Tenant Support Update**

Members will receive a report on the outcomes of the Tenant Support Panel (confidential Appendix F) as part of the agenda dispatch.

### Recommendation:

Councillors are asked to agree the actions contained within the report.