

BARNSTAPLE TOWN COUNCIL

MINUTES of FINANCE & GENERAL PURPOSES COMMITTEE MEETING held on MONDAY 14TH MAY 2018 at 7.00pm in the GUILDHALL, BUTCHERS ROW, BARNSTAPLE.

Present: Cllr S Upcott (Chairman)
Cllrs: Mrs V Monk, F Vernon, A Windsor, Mrs S Haywood, Mrs J Hunt (Mayor ex-officio, from minute FG79), J Phillips, J Carter, Mrs J Wilsher, Ms N Haywood, M Kennaugh, I Williams, G Langford, Mrs L York, and J Williams.

Also present: W Austin (Town Clerk).

FG75 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Cllrs Mrs V Elkins, I Roome, and Mrs J Hunt who advised that she may attend later in the meeting.

FG76 DECLARATIONS OF INTEREST AND DISPENSATIONS RECEIVED.

Cllrs Mrs S Haywood and Mrs J Hunt, as members of North Devon District Council, have dispensation to discuss and vote on all items on the agenda unless the item refers to a financial or legal agreement or dispute between the two authorities.

Cllr Mrs L York declared a personal interest in agenda item 5, regarding possible works to Barnstaple Guildhall, as a member of both the Pannier Market Cross Party Working Group and the Pannier Market Traders Committee.

Cllr M Kennaugh declared a personal interest in agenda item 4, Financial Statements and Budget Monitoring Reports, as Treasurer to Newport Church.

FG77 MINUTES OF THE MEETING HELD ON 26TH MARCH 2018.

RESOLVED: That the minutes of the meeting held on 26th March 2018 be approved as a correct record and signed by the Chairman.

(11, 3abs)

FG78 FINANCIAL STATEMENTS AND BUDGET MONITORING REPORTS

The financial statements and budget monitoring reports were circulated prior to the meeting.

- a) Budget Variance Reports and Analysis of Budget Variances

Reports for March and April had been tabled with the agenda. The Clerk explained that budget profiling issues meant that the April report may not give an accurate indication of the projected budget variances.

RESOLVED: That the Budget Variance Reports be received and approved.
(NC)

b) Bank Transactions

RESOLVED: That the Bank Transactions report be received and approved.
(NC)

c) Direct Reserve Account and Petty Cash Account for Barum House

RESOLVED: That the Direct Reserve Account and petty cash account for Barum House be received and approved.
(NC)

d) Aged Debtors and Aged Creditors Analyses, and Nominal Balances

RESOLVED: That the Aged Debtors Analysis, Aged Creditors Analysis and Nominal Balances reports be received and approved.
(NC)

e) Direct Debit and Credit Card Reports

RESOLVED: That the Direct Debit Report be received and approved.
(NC)

RESOLVED: That the Credit Card Report be received and approved.
(NC)

FG79 MAINTENANCE OF BARNSTAPLE GUILDHALL EXTERIOR

Cllr Mrs J Hunt joined the meeting at this point

Members considered requests to carry out the repainting of High Street and Butchers Row exterior elevations, and the arches at the entrance to the Pannier Market at Barnstaple Guildhall.

Councillors recognised that the exterior facings of the building were in need of attention, but concern was expressed over the financing of works, the impact on the work of the Buildings Review Committee, and land ownership issues relating to the arches.

RESOLVED: That this matter be deferred for reconsideration by the Finance & General Purposes Committee at a later meeting, when estimates for the works have been obtained.

(12, 2 against, 1 abs)

A proposal to refer the matter to the Buildings Review Committee was seconded. The Clerk advised that as this motion would be contrary to that already agreed, it should not be considered.

FG80 EARMARKED RESERVES 2017-18

Members considered earmarked reserves for the financial year 2017-18, a draft of which had been tabled prior to the meeting.

RESOLVED: That the year-end earmarked reserves for 2017-18 be approved as tabled, subject to £400 being moved from nominal code 9112.1 (Castle Centre – Security) to nominal code 9000.1 (General Properties Reserve).
(NC)

RESOLVED: That future provision for Castle Centre Security should be made in the annual revenue budget.
(NC)

The approved earmarked reserves for 2017-18 are shown at Appendix 1 to these minutes.

FG81 MATTERS TO BE TAKEN IN THE ABSENCE OF PRESS AND PUBLIC

RESOLVED: That the following matters to be taken in the absence of press and public, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, as the item contains exempt information as defined by Standing Order 82(c, d and f).
(NC)

FG82 COUNCIL RENTS

Councillors considered a briefing provided by the Clerk in relation to the lease at of one of its properties.

RESOLVED: That if after 28 days, no response has been received to letters sent, the Council should seek legal advice with a view to taking possession of the premises and recovering any monies owing.
(14, 1abs)

FG83 RESOLUTION FROM BUILDINGS REVIEW COMMITTEE

This matter was deferred as no resolution had been received from the Buildings Review Committee.

FG84 NORTH DEVON RECORD OFFICE

Cllrs J Phillips and Mrs J Hunt declared personal interests in this item as trustees of North Devon Athenaeum, and indicated that they would abstain on any vote.

Members considered the future approach to support for the Record Office, as the existing three-year agreement was due to expire in March 2019. The committee acknowledged significant improvements in the service since the facility was rescued from closure by a partnership led by the Town Council in 2016, and felt that the views of partners should be sought before the Council's future direction was decided.

RESOLVED: That the Town Council should meet with existing and potential funding partners to consider the future arrangements in respect of North Devon Record Office, and that the Town Clerk should report back to the committee following this meeting.

(13, 2abs)

Meeting closed at 7.52pm.

Chairman.

Signed

Dated

Barnstaple Town Council										
Year End 2018										
Earmarked Reserves										
			Year End 2016-17	In-year adjustments	Balance Month 12	Year End Adjustments	Year End 2017-18	Year End 2017-18 suggested adjustments	Year End 2017-18	Notes
5120	1	Youth Council	1500	-1500	0	0	0	0	0	
5124	1	Election expenses	7000	-7000	0	0	0	2500	2500	A
5125	1	Ward Budgets	5000	1500	6500	0	6500	0	6500	
5220	1	Mayor's Allowance	2500	-1500	1000	-800	200	2300	2500	B
5226	1	Hospitality	1000	-750	250	450	700	0	700	
5227	1	Ceremonial	1000	-1000	0	0	0	500	500	C
5325	1	Subscriptions	0	0	0	2000	2000	0	2000	
5561	1	Special Events	2000	-1250	750	-750	0	2000	2000	D
5814	1	Guildhall licences	500	500	1000	0	1000	0	1000	
5832	1	Guildhall repairs & maintenance	0	0	0	400	400	-400	0	E
9000	1	General Properties Reserve	18700	-10000	8700	-1200	7500	8400	16300	F
9014	1	Health & Safety	0	2000	2000	-1550	450	2550	3000	G
9033	1	Rent Reviews	3500	0	3500	-350	3150	0	3150	
9039	1	Contingency	1900	29900	31800	9200	41000	-10650	30350	H
9112	1	Castle Centre - Security	0	400	400	-250	150	250	0	I
9121	1	Castle Centre upgrading	8000	0	8000	0	8000	-8000	0	J
9332	1	St John's repairs	2000	-1000	1000	700	1700	0	1700	
5520	5	Planted Areas (Floral Displays)	0	0	0	6600	6600	0	6600	
5521	5	Square Maintenance	1000	250	1250	-50	1200	0	1200	
5565	5	Clean Neighbourhoods (TUOT)	1500	1000	2500	0	2500	0	2500	
5569	5	Community projects	3900	-950	2950	0	2950	0	2950	
5575	5	Environment Training School	750	0	750	0	750	0	750	
5576	5	Footpaths	3000	-1000	2000	-700	1300	0	1300	
5577	5	Street Furniture - Benches/Litter Bins	7200	2760	9960	240	10200	0	10200	
5553	5	Allotments improvements	8000	0	8000	0	8000	0	8000	
5554	5	Allotments maintenance	2000	-250	1750	-150	1600	0	1600	
5538	6	St Anne's repairs & development costs	1000	0	1000	-1000	0	0	0	
5721	6	Volunteer Expenses	0	850	850	150	1000	0	1000	
5731	6	Heritage marketing	3400	-3400	0	650	650	0	650	
5733	6	Licences	0	500	500	0	500	0	500	
9027	7	Staff services & institute fees	0	300	300	400	700	-400	300	K
9041	7	Staff recruitment	1000	-400	600	-50	550	950	1500	L
9037	8	Buildings Review	0	45000	45000	3000	48000	0	48000	
			87350	54960	142310	16940	159250	0	159250	
Notes										
A	To take £2500 from Contingency (9039.1) and move to Election Expense (5124.1)									
B	To take £2300 from Contingency (9039.1) and move to Mayor's Allowance (5220.1)									
C	To take £500 from Contingency (9039.1) and move to Ceremonial (5227.1)									
D	To take £2000 from Contingency (9039.1) and move to Special Events (5561.1)									
E	To move £400 to General Properties Reserves (9000.1)									
F	Increase by £8400 (broken down into £400 and £8000)									
G	To take £2550 from Contingency (9039.1) and move to Health and Safety (9014.1)									
H	Decrease by £10650 (broken down into £2500, £2300, £500, £2000, £2550, £250 and £550)									
I	To take £250 from Contingency (9039.1) and move to Castle Centre Security (9112.1)*									
J	To move £8000 to General Properties Reserves (9000.1)									
K	To move £400 to Staff recruitment (9041.7)									
L	To take £550 from Contingency (9039.1) and move to Staff recruitment (9041.7)									
*	Members resolved to move the balance of £400 to General Properties Reserve (9000.1)									