

BARNSTAPLE TOWN COUNCIL

MINUTES of FINANCE & GENERAL PURPOSES COMMITTEE MEETING held on MONDAY 26TH MARCH 2018 at 7.00pm in the GUILDHALL, BUTCHERS ROW, BARNSTAPLE.

Present: Cllr S Upcott (Chairman)
Cllrs: Mrs V Elkins, F Vernon, A Windsor, J Carter, Ms N Haywood, M Kennaugh, Mrs L York, and J Williams.

Also present: W Austin (Town Clerk).

FG67 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Cllrs Mrs V Monk, Mrs S Haywood, I Roome, Mrs J Hunt, J Phillips, Mrs J Wilsher, I Williams and G Langford.

FG68 DECLARATIONS OF INTEREST AND DISPENSATIONS RECEIVED.

No interests or dispensations were declared.

FG69 MINUTES OF THE MEETING HELD ON 19TH FEBRUARY 2018.

RESOLVED: That the minutes of the meeting held on 19th February 2018 be approved as a correct record and signed by the Chairman.

(8, 1abs)

FG70 FINANCIAL STATEMENTS AND BUDGET MONITORING REPORT

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

a) Budget Variance Report and Analysis of Budget Variances

Members queried an overspend on the revenue budget for the Mayor's Allowance and grant income for grounds maintenance, and asked the Clerk to email explanations for a negative figure for nominal code 9039 and an overspend on nominal code 9325.

RESOLVED: That the Budget Variance Report 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)

Members considered the aged creditor balances in relation to energy costs, and

RESOLVED: That the use of smart meters for energy be investigated.

(NC)

e) Direct Debit and Credit Card Reports

RESOLVED: That the Direct Debit and Credit Card Reports be received and approved.

(NC)

The Chairman reminded members to raise any queries in advance of the meeting if possible, so that information could be provided at the meeting.

FG71 CORPORATE GOVERNANCE WORKING PARTY

The notes of the Corporate Governance Working Party meeting held on 19th February 2018 had been circulated with the agenda, and are shown at Appendix 1 to these minutes.

The Town Clerk gave a verbal report of the Corporate Governance Working Party meeting held on 26th March 2018, the notes of which are shown at Appendix 2 to these minutes.

The Clerk agreed to check that both the Duchess of Cambridge and the Countess of Wessex should be addressed with the title HRH in the Protocol for Marking the Death of a Sovereign or Other Senior Member of the Royal Family.

RESOLVED: That the notes of the Corporate Governance Working Party meetings held on 19th February 2018 and 26th March 2018 be received and noted, and that the recommendations contained therein be agreed, subject to there being a written note of any decision to enable sharing of passwords under the Council's IT and Internet Usage Policy for Staff.

(NC)

FG72 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)

FG73 COUNCIL RENTS

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

RESOLVED: That the Council's solicitor be instructed to write in accordance with option 3 contained within the Clerk's briefing, with any decisions arising from discussions resulting from this correspondence to be delegated to the Chairman and Clerk.

(NC)

FG74 OUTSTANDING DEBTORS AND CREDITORS

Councillors considered debts and creditor balances shown at the financial year end.

RESOLVED: That recovery action in respect of debtors invoice numbers 8631, 8719, and 8260 should continue.

(NC)

RESOLVED: That invoice number 7905 be written off, with the condition that the debtor be refused any further hires of Council facilities.

(NC)

RESOLVED: That invoice number 8583 be referred to the Small Claims Court.

(NC)

RESOLVED: That creditor invoice references 14010 and 15208 be authorised for write-off.

(NC)

Meeting closed at 8.20pm.

Chairman.

Signed

Dated