



BARNSTAPLE TOWN COUNCIL

Mr W Austin BA (Hons)
Town Clerk



QUALITY
TOWN
COUNCIL

BARUM HOUSE
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There will be a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** on **MONDAY 14TH MARCH 2016 at 7.00PM** in the **GUILDHALL BUTCHERS ROW, BARNSTAPLE** to which you are summoned for the transaction of the under mentioned business

W Austin
Town Clerk
8th March 2016

Members of the Committee:

Chairman: Cllr Mrs S Haywood

Councillors: S Upcott, Mrs V Monk, Mrs V Elkins (Mayor Ex Officio), F Vernon, A Windsor, I Roome, Mrs J Hunt, J Phillips, J Carter, Mrs J Wilsher, Ms N Haywood, M Kennaugh, I Williams, and G Langford.

Public Participation In accordance with Standing Order 84 a period not exceeding 15 minutes will be set aside immediately prior to the start of the meeting for members of the public to ask a question of the chairman, providing the notice of such question has been given to the Town Clerk by 12 noon on the day of the meeting.

AGENDA

1. Apologies for absence.
2. Declarations of interest and dispensations received.
3. To approve as a correct record the minutes of the Meeting held on 25th February 2016 (attached).
4. To receive and approve financial statements and budget monitoring reports, and to agree any actions arising.
 - a) Budget Variance Report
 - b) Bank Transactions Report

- c) Business Direct Reserve Account and petty cash accounts for Barum House, Heritage Centre and Improvements & Design.
 - d) Aged Debtors and Aged Creditors Analyses, and Nominal Balances
 - e) Direct Debit and Credit Card Reports
5. Corporate Governance Working Party – to receive a verbal report of the meeting of 14th March 2016 from the Clerk, and to agree any recommendations.
 6. Financial Regulations – to consider any changes required to Financial Regulations for adoption.
 7. North Devon & Barnstaple Elephant Day – to consider a grant application deferred from the last meeting.
 8. Town Twinning – to receive a verbal report from the Clerk and agree any actions arising.
 9. North Devon Record Office & Local Studies Centre – to receive a verbal report from the Clerk and agree any actions arising.
 10. Review of Fees and Charges – to consider current fees and charges and agree any changes required.

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 81(c, d and f).

11. To consider outstanding debts for write-off.

BARNSTAPLE TOWN COUNCIL

MINUTES of FINANCE & GENERAL PURPOSES COMMITTEE MEETING held on THURSDAY 26TH FEBRUARY 2015 at 7.00pm in the GUILDHALL, BUTCHERS ROW, BARNSTAPLE.

Present: Cllr Mrs S Haywood (Chairman)

Cllrs: S Upcott, Mrs V Monk, Mrs V Elkins, F Vernon, A Windsor, I Roome, J Phillips, I Williams, Ms N Haywood, M Kennaugh and G Langford.

Also present: W Austin (Town Clerk), Miss N Lewis (Town Council Finance Officer), N Wright (Read Easy), Russell Walters (North Devon Veterans Association), Mrs V Rowe (Citizens Advice Bureau), T Green (Barnstaple & North Devon Museum Development Trust), Cllr Miss M Lovering (Barnstaple Fair Heritage Society), T James (Barnstaple Elephant Day), and 10 members of the public.

FG77 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Cllrs Mrs J Hunt, J Carter and Mrs J Wilsher.

FG78 DECLARATIONS OF INTEREST AND DISPENSATIONS RECEIVED.

Cllrs Mrs S Haywood and I Roome, 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.

All councillors present declared a personal interest in application 14 as a result of the Town Council's responsibility for Barnstaple Fair. In addition:

Cllr Mrs S Haywood declared a DPI in applications 2 and 3, and a personal interest in application 21.

Cllr I Roome declared a DPI in applications 2, 8 and 26, and a personal interest in applications 10 and 21.

Cllr G Langford declared a DPI in application 1.

Cllr I Williams declared a DPI in application 16.

Cllr S Upcott declared a personal interest in applications 1, 2 and 21.

Cllr A Windsor declared a personal interest in applications 10 and 21.

Cllr Ms N Haywood declared a personal interest in application 2.

Cllr Mrs V Elkins declared a DPI in applications 23 and 26, and a personal interest in applications 13 and 22.

Cllr M Kennaugh declared a personal interest in applications 9 and 20.

Cllr F Vernon declared a DPI in Application 2.

FG79 MINUTES OF THE MEETING HELD ON 22ND FEBRUARY 2016.

RESOLVED: That the minutes of the meeting held on 22nd February 2016 be approved as a correct record and signed by the Chairman.

(NC)

FG80 PUBLIC PARTICIPATION

RESOLVED: That Standing Order 84 be suspended and that members of the public be allowed to address the committee.

(NC)

The following spoke in support of grant applications to be considered by the committee:

- N Wright (Read Easy)
- R Walters (North Devon Veterans Association)
- Mrs V Rowe (Torridge, North, Mid and West Devon Citizens Advice Bureau)
- T Green (Barnstaple and North Devon Museum Development Trust)
- Cllr Miss M Lovering (Barnstaple Fair Heritage Society)
- T James (Barnstaple Elephant Day)

FG81 GRANT APPLICATIONS.

RESOLVED: That all grant applications for amounts no greater than £500 be approved.

(NC)

A summary of all grant applications was circulated to councillors prior to the meeting. Members considered each application and RESOLVED as follows:

APPLICANT	AMOUNT PROPOSED (£) AND CONDITIONS	VOTING
Cllr Langford left the meeting for consideration of this application 1. Children's Summer Club	500	RESOLVED NC
Cllrs Mrs Haywood, Roome and Vernon left the meeting for consideration of this application and Cllr Upcott (Vice-Chairman) assumed the Chair 2. Pathfield Activities Club	500	RESOLVED NC
3. Barnstaple Ladies Choir	300	RESOLVED NC
4. ME North Devon	500	RESOLVED NC
5. Go North Devon Ltd	2000	RESOLVED 9, 1 against
6. Barnstaple Disabled Fellowship	800	RESOLVED NC
8. North Devon All Starz	500	RESOLVED NC
9. Read Easy (Barnstaple)	1000	RESOLVED NC
10. ND Veterans Association	1000	RESOLVED NC
11. Torridge, North, Mid and West Devon Citizens Advice Bureau	2000	FELL 4, 6 against, 1 abs
11. Torridge, North, Mid and West Devon Citizens Advice Bureau	2500	RESOLVED 6, 4 against, 1 abs
12. Barnstaple and North Devon Museum Development Trust	1500	RESOLVED 8, 2 abs
13. Families in Grief (FIG)	500	RESOLVED NC
14. Barnstaple Fair Heritage Trust	1000	RESOLVED 10, 1 abs
15. Westward Housing Association	0	FELL 5, 6 against
15. Westward Housing Association	250	RESOLVED 6, 5 against
Cllr Williams spoke in support of this application and then left the meeting for its consideration 16. North Devon Voluntary Services Ltd	0	FELL 3, 6 against, 1 abs
16. North Devon Voluntary Services Ltd	500	RESOLVED 6, 2 against, 1 abs
17. Tarka Child Contact Centre	750	RESOLVED 9, 1 abs
18. Sunflower Playgroup	200	RESOLVED NC
19. Golden Coast Big Band (Formerly Cedars Big Band)	250	RESOLVED NC
20. Barnstaple Concert Band	200	RESOLVED NC
21. Barnstaple Town Marching Band	500	RESOLVED 8, 3 abs
22. Christ Church Holiday Club	390	RESOLVED NC
23. Barnstaple Dementia Action Alliance	350	RESOLVED NC
24. Wren Music	300	RESOLVED NC
25. Barnstaple Elephant Day	Defer until next committee pending provision of satisfactory accounts	RESOLVED NC

APPLICANT	AMOUNT PROPOSED (£) AND CONDITIONS	VOTING
Cllrs Mrs Elkins and Roome left the meeting for consideration of this application		
26. Pilton House Trust	500	RESOLVED NC
27. Parkrun	0	RESOLVED NC
28. Barnstaple Town Majorettes	500	RESOLVED NC

Meeting closed at 8.15pm.

Chairman.

Signed

Dated