



BARNSTAPLE TOWN COUNCIL

Mr W Austin BA (Hons)
Town Clerk



QUALITY
TOWN
COUNCIL

BARUM HOUSE
THE SQUARE
BARNSTAPLE
DEVON EX32 8LS

Telephone: (01271) 373311
Fax: (01271) 321987

E.Mail: admin@barnstapletowncouncil.co.uk
www.barnstapletowncouncil.co.uk

There will be a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** on **MONDAY 22ND FEBRUARY 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
16th February 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 January 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 22nd February 2016 from the Clerk, and to agree any recommendations.
 6. Financial Regulations – to consider revised draft Financial Regulations for adoption.
 7. Barnstaple Fair – to adopt a preferred alternative location for the Fair in the event that the current site at Seven Brethren becomes unavailable.
 8. Review of Fees and Charges – to consider current fees and charges and agree any changes required.

BARNSTAPLE TOWN COUNCIL

MINUTES of FINANCE & GENERAL PURPOSES COMMITTEE MEETING held on 25TH JANUARY 2016 at 7.00pm in the GUILDHALL, BUTCHERS ROW BARNSTAPLE.

Present: Cllr Mrs S Haywood (Chairman)

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

Also in attendance: Cllr F Jefferies, W Austin (Town Clerk).

FG62 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Mrs J Wilsher.

FG63 DECLARATIONS OF INTEREST AND DISPENSATIONS RECEIVED

Cllrs Mrs S Haywood, Mrs J Hunt and I Roome, as members of North Devon District Council, have dispensation under S.O. 66 to discuss and vote on all items on the agenda except where the item is a matter of financial or legal agreement or dispute between the two authorities.

Cllrs Mrs S Haywood, Mrs J Hunt and Ms N Haywood declared personal interests in agenda item 4 as relatives of an honorary member of the Showmen's Guild.

Cllr I Roome declared a personal interest in agenda item 4(b), Bank Transactions Report, as this included a personal reimbursement for expenses.

FG64 MINUTES OF THE MEETING HELD ON 4TH JANUARY 2016

RESOLVED: That the minutes of the meeting held on 4th January 2016 be approved as a correct record and signed by the Chairman.

(NC)

FG65 FINANCIAL STATEMENTS AND BUDGET MONITORING REPORT

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

The Chairman noted the cost of maintenance of St Johns Community Centre shown in the Budget Monitoring Report, and reported that she had not been invited to meetings of the St Johns Community Association. She said she was concerned that public money was being spent on the Community Centre without confirmation of community benefit accruing.

RESOLVED: That the Clerk write to the Community Association requesting details of the community benefits of their tenancy of the Community Centre, and the organisation's accounts.

(12, 1abs)

a) Budget Variance Report

RESOLVED: That the Budget Variance Report be received and approved.

(NC)

b) Bank Transactions

Cllr Roome repeated his personal interest as noted in minute FG63.

RESOLVED: That the Bank Transactions report be received and approved

(NC)

c) Direct Reserve Account and petty cash accounts for Barum House, Heritage Centre and Improvements & Design

RESOLVED: That the Direct Reserve Account and petty cash accounts for Barum House, Heritage Centre and Improvements & Design 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 and Credit Card Reports be received and approved.

(NC)

FG66 CORPORATE GOVERNANCE WORKING PARTY

The Town Clerk gave a verbal summary of the the Corporate Governance Working Party meeting held on 25th January 2016, the notes of which are shown at Appendix 1 to these minutes.

RESOLVED: That the report of the Corporate Governance Working Party meeting held on 25th January 2016 be received, and the recommendations therein be approved.

(NC)

FG67 TOWN TWINNING

The Clerk gave a verbal report on progress towards a twinning agreement with Harstad, Norway. A delegation was expected to visit Barnstaple in February, with a possible signing ceremony in March and a return visit in August. The Twinning Association and RMB Chivenor had been involved in ongoing discussions.

RESOLVED: That the report of the Clerk be noted.

(NC)

FG68 NORTH DEVON RECORD OFFICE AND LOCAL STUDIES CENTRE

The Clerk reported that the Town Council had paid £10,000 to Devon County Council to secure the Record Office until March 2016. Offsetting contributions estimated at £6,500 from town and parish councils and other organisations were expected. The next steps were to meet with potential funders regarding a long-term financial agreement, and to develop such an agreement with Devon County Council and the South West Heritage Trust.

RESOLVED: That the report of the Clerk be noted.

(NC)

Meeting closed at 7.53pm.

Chairman.

Signed

Dated

Notes of Corporate Governance Working Party held on 25 January 2016 at 6.30pm in the Guildhall, Butchers Row, Barnstaple.

Present: Cllr A Windsor (Chairman), Cllr Mrs V Elkins, Cllr I Roome, Cllr J Phillips, and Cllr M Kennaugh

APOLOGIES FOR ABSENCE

No apologies for absence were received.

DECLARATIONS OF INTEREST

Cllr I Roome, as a member of North Devon District Council, has dispensation under S.O. 66 to discuss and vote on all items on the agenda except where the item is a matter of financial or legal agreement or dispute between the two authorities.

NOTES OF MEETING HELD ON 4TH JANUARY 2016

RESOLVED: That the notes of the meeting held on 4th January 2016 be approved as a correct record and signed by the Chairman.

(NC)

REVIEW OF INTERNAL CONTROL – COUNCIL POLICY REVIEWS

The Clerk summarised the following current policy documents that had been circulated for consideration prior to the meeting:

- Community Engagement Strategy
- Complaints Procedure
- Data Protection Policy
- Freedom of Information Publication Scheme
- IT and Internet Usage Policy
- Local Government Transparency Code
- Management of Internal Control Systems Policy
- Protocol for Internet/Email Usage
- Social Media Policy

RECOMMENDED: That the Community Engagement Strategy be agreed and adopted subject to the following amendments:

- i) That paragraph (a) be amended to reflect that surgeries are held regularly at public events.
- ii) That the proposed focus groups in (b) be moved to paragraph (a).
- iii) That paragraph (b) be amended to include public, private and community partnerships.

(NC)

RECOMMENDED: That the Complaints Procedure be agreed and adopted without amendment.

(NC)

RECOMMENDED: That the Data Protection Policy be agreed and adopted without amendment. (NC)

RECOMMENDED: That the Freedom of Information Publication Scheme be agreed and adopted subject to:
i) The document being updated to reflect those online documents listed as not available online.
ii) The publication online of the Annual Return, budget and councillors' allowances. (NC)

RECOMMENDED: That the IT and Internet Usage Policy be agreed and adopted without amendment. (NC)

RECOMMENDED: That the Local Government Transparency Code be agreed and adopted without amendment. (NC)

RECOMMENDED: That the Management of Internal Control Systems Policy be agreed and adopted without amendment. (NC)

RECOMMENDED: That the Protocol for Internet/Email Usage be agreed and adopted without amendment. (NC)

RECOMMENDED: That the Social Media Policy be agreed and adopted without amendment. (NC)

RECOMMENDED: That the Clerk review IT-related policies and combine as appropriate. (NC)

Meeting closed at 7.00pm.

Chairman.

Signed.....

Dated.....