



# BARNSTAPLE TOWN COUNCIL

Mr W Austin BA (Hons)  
Town Clerk



QUALITY  
TOWN  
COUNCIL

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There will be a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** on **MONDAY 25<sup>TH</sup> JANUARY 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  
19<sup>th</sup> January 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 4<sup>th</sup> 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 25<sup>th</sup> January 2016 from the Clerk, and to agree any recommendations.
  6. Town Twinning – to receive a verbal update on progress towards a twinning agreement with Harstad, Norway, and to consider any actions arising.
  7. North Devon Record Office & Local Studies Centre – to receive a verbal update on the future of the Record Office, and to consider any actions arising.

BARNSTAPLE TOWN COUNCIL

MINUTES of FINANCE & GENERAL PURPOSES COMMITTEE MEETING held on 4<sup>TH</sup> JANUARY 2016 at 7.00pm in the GUILDHALL, BUTCHERS ROW BARNSTAPLE.

Present: Cllr Mrs S Haywood (Chairman)

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

Also in attendance: W Austin (Town Clerk).

FG55 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Mrs V Elkins, Mrs J Hunt, J Phillips and Mrs J Wilsher.

FG56 DECLARATIONS OF INTEREST AND DISPENSATIONS RECEIVED

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

Cllr A Windsor declared a personal interest in agenda item 4(b), transaction 51913 and 52169, as a relative of the payee and transaction 52106 as a member of the Carnival Committee.

Cllr I Roome declared a personal interest in agenda item 4(c), Aged Creditors Report, as this included a personal reimbursement for mileage expenses.

FG57 MINUTES OF THE MEETING HELD ON 19<sup>TH</sup> OCTOBER 2015

RESOLVED: That subject to the removal of Cllr Langford from the apologies (as he was in attendance), the minutes of the meeting held on 7<sup>th</sup> December 2015 be approved as a correct record and signed by the Chairman.

(NC)

FG58 FINANCIAL STATEMENTS AND BUDGET MONITORING REPORT

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

a) Budget Variance Report

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

(NC)

b) Bank Transactions

Cllr Windsor repeated his personal interests as noted in minute FG56.

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)

FG59 CORPORATE GOVERNANCE WORKING PARTY

The Town Clerk gave a verbal summary of the notes of the Corporate Governance Working Party meeting held on 4<sup>th</sup> 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 4<sup>th</sup> January 2016 be received, and the recommendations therein be approved.

(NC)

FG60 2016/17 BUDGET ESTIMATES

The Clerk introduced the draft budget estimates had been circulated with the agenda, and an accompanying briefing note.

RESOLVED: That the draft estimate for the 2016/17 Finance & General Purposes Committee budget and precept request be agreed. (NC)

RESOLVED: That the budget and precept requests for the financial year 2016/17 for all other Council committees be agreed. (NC)

RESOLVED: That a precept for Barnstaple Town Council for 2016/17 of £579,177, representing a 20.1% increase from 2015/16, be recommended to Full Council. (NC)

FG61      QUEEN'S BIRTHDAY –REQUEST FROM BARNSTAPLE LIONS CLUB

The Clerk reported that the Lions Club was considering renaming its annual picnic in Rock Park the "Queen's Birthday Picnic", with the possible inclusion of entertainment and fancy dress. The event was scheduled for 12th June 2016, and the Council's support had been requested.

RESOLVED: That the Town Council provide a civic procession/parade, bunting and union flags in support of the Queen's Birthday Picnic. (NC)

Meeting closed at 7.47pm.

Chairman.

Signed .....

Dated .....

**Notes of Corporate Governance Working Party held on 4 January 2016 at 6.30pm in the Guildhall, Butchers Row, Barnstaple.**

Present: Cllr A Windsor (Chairman), Cllr I Roome, and Cllr M Kennaugh

**APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Mrs V Elkins and J Phillips.

**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 23<sup>RD</sup> NOVEMBER 2015**

RESOLVED: That the notes of the meeting held on 23<sup>rd</sup> November 2015 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:

- Acceptable Behaviour Protocol
- Members' Code of Conduct
- Protocol for the Recording or Reporting of Council and Committee Meetings
- Protocol for Town Council Committees, Sub-Committees and Working Parties
- Business Continuity Plan 2015-2020
- Health & Safety Policy
- General & Financial Risk Assessment
- Risk Management Policy

Members considered each document in turn, and

RECOMMENDED: That the Acceptable Behaviour Protocol be agreed and adopted without amendment.

(NC)

RECOMMENDED: That subject to the replacement of paragraph 1.3(c) with “when carrying out your public duties you must make all choices on merit. For example, making public appointments, awarding contracts or recommending individuals for rewards or benefits.”, the Members' Code of Conduct be agreed and adopted.

(NC)

RECOMMENDED: That the Protocol for the Recording or Reporting of Council and Committee Meetings be agreed and adopted without amendment.

(NC)

RECOMMENDED: That the Protocol for Town Council Committees, Sub-Committees and Working Parties be agreed and adopted without amendment. (NC)

RECOMMENDED: That the Business Continuity Plan 2015-2020 be agreed and adopted without amendment. (NC)

RECOMMENDED: That the Health & Safety Policy be agreed and adopted without amendment. (NC)

RECOMMENDED: That the General & Financial Risk Assessment be agreed and adopted without amendment. (NC)

RECOMMENDED: That subject to the inclusion of councilors in the definition of employees for the purposes of this document, the Risk Management Policy be agreed and adopted without amendment. (NC)

Meeting closed at 6.55pm.

Chairman.

Signed.....

Dated.....