



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 27TH JUNE 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
21st June 2016

Members of the Committee:

Chairman: Cllr S Upcott

Councillors: Mrs V Monk (Vice-Chairman), Mrs V Elkins, F Vernon, A Windsor, Mrs S Haywood, I Roome (Deputy Mayor ex-officio), Mrs J Hunt (Mayor ex-officio), 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 23rd May 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. Internal Audit - to receive the Internal Auditor's year-end report.
 6. NALC Larger Local Councils Conference 2016: Changing Places (London, 30 November 2016) – to agree any nominations for attendance.
 7. Remembrance Activities 2016 – to consider and agree any specific requirements for 2016.
 8. Consultation on changes to the Local Government Transparency Code 2015 – to agree a response.

BARNSTAPLE TOWN COUNCIL

MINUTES of FINANCE & GENERAL PURPOSES COMMITTEE MEETING held on 23RD MAY 2016 at 7.00pm in the GUILDHALL, BUTCHERS ROW BARNSTAPLE.

Present: Cllr S Upcott (Chairman)

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

Also in attendance: W Austin (Town Clerk).

FG01 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs J Phillips and J Carter.

FG02 DECLARATIONS OF INTEREST AND DISPENSATIONS RECEIVED

Cllrs Mrs S Haywood, I Roome and Mrs J Hunt, 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, I Roome and Mrs J Hunt declared Disclosable Pecuniary Interests in item 9 on the agenda (CCTV Consultation) as the Town Council has a legal agreement in place with North Devon Council relating to this matter. Consequently the dispensation previously declared by these members did not cover this agenda item.

Cllr A Windsor declared a personal interest in agenda item 4(b), transaction numbers 53701 and 53187, as a relative of the supplier.

FG03 MINUTES OF THE MEETING HELD ON 14TH MARCH 2016

RESOLVED: That the minutes of the meeting held on 14th March 2016 be approved as a correct record and signed by the Chairman.

(NC)

FG04 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 interest in this agenda item, transaction numbers 53187 and 53701, as a relative of the supplier and did not participate in or vote on this item.

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)

FG05 CORPORATE GOVERNANCE WORKING PARTY

The Clerk reported that nominations were required for the Working Party for the municipal year 2016-2017.

RESOLVED: That Cllrs Windsor, Roome, Kennaugh, Mrs Elkins, Mrs Haywood and Phillips be appointed to the Corporate Governance Working Party for the municipal year 2016 to 2017.

(NC)

FG06 INTERNAL AUDIT, ANNUAL ACCOUNTS AND AUDIT RETURN

The Clerk explained that the Council's internal auditor was unavoidably unavailable to carry out the end of year audit. As a consequence it was not possible to finalise the annual accounts or the annual return. This affected both agenda item 6 (Internal Audit) and agenda item 8 (Annual Accounts and Audit Return).

RESOLVED: That these matters be deferred to the next meeting.

(NC)

FG07 EARMARKED RESERVES 2015-2016

The Clerk introduced the earmarked reserves as shown at Appendix 1 for consideration.

RESOLVED: That earmarked reserves for 2015-16 be approved as tabled.

(8, 2 against)

FG08 CCTV CONSULTATION

The Clerk introduced a report that had been circulated with the agenda, setting out the issues relating to a consultation by North Devon Council on future provision of CCTV.

RESOLVED: That the following comments be made in response to North Devon Council's consultation on CCTV provision:

- i) The Town Council is minded to renegotiate its contribution towards the cost of CCTV provision in the light of any changes made;
- ii) The Council is concerned that the number of cameras recording activity may be reduced, particularly in the Cattle Market area which has been the subject of significant anti-social behaviour;
- iii) The consultation provided insufficient information on current monitoring to allow analysis of the proposed changes. The Council requests location details for all existing cameras, which of these are working, how much each is currently monitored, and whether the proposed unmonitored cameras would be fixed or moving whilst in operation;
- iv) The community will be disadvantaged if the changes go ahead as planned. In effect, previously monitored and movable cameras would in effect become non-monitored fixed cameras, and these often do not provide the right images for retrospective evidence;
- v) The Council understands the need to save money, but the appropriate way forward in the first instance is to seek additional funding opportunities rather than reducing provision;
- vi) The Council also notes previous reductions in Police resources which highlight the value of CCTV in crime prevention and detection.

(NC)

Meeting closed at 7.52pm.

Chairman.

Signed

Dated

Barnstaple Town Council							
Year End 2016							
Earmarked Reserves							
			YE 14-15	Adjust in year	Balance mth 12	YE adjust	YE 15-16
5120	1	Youth Council	2500		2500	-100	2400
5123	1	Annual Leaflet	0		0	900	900
5124	1	Election expenses	9800		9800	-6800	3000
5125	1	Ward Budgets	2500		2500	3500	6000
5220	1	Mayor's Allowance	1500		1500	0	1500
5224	1	Members' Training	0		0	500	500
5226	1	Hospitality	2700		2700	0	2700
5227	1	Ceremonial	3200		3200	-1450	1750
5320	1	External Audit	300		300	0	300
5322	1	Professional & legal	2000		2000	-2000	0
5561	1	Special Events	2000		2000	0	2000
5621	1	Fairground preparation	1500		1500	-1500	0
9025	1	IT Support	2000		2000	-2000	0
9037	1	Energy Projects	2000		2000	-2000	0
9039	1	Contingency	5350		5350	-3450	1900
5814	1	Guildhall licences	1500		1500	0	1500
5832	1	Guildhall R&M	3500		3500	-1650	1850
5851	1	Guildhall refurbishments (pilasters)	4000		4000	-200	3800
9014	1	Health & Safety	0		0	500	500
9022	1	Equipment	1000		1000	-50	950
9032	1	Admin repairs & maint	1500		1500	-350	1150
9033	1	Rent Reviews	3500		3500	0	3500
9121	1	Castle Centre upgrading	500		500	700	1200
9132	1	Castle Centre repairs	0		0	1500	1500
9332	1	St John's repairs	1500		1500	1000	2500
5520	5	Planted Areas (Floral Displays)	11550		11550	-9450	2100
5521	5	Square Maintenance	0		0	400	400
5563	5	Litter bins	3425		3425	-3425	0
5565	5	Clean Neighbourhoods	1600		1600	-950	650
5569	5	Community projects	0		0	1000	1000
5575	5	Environment Training School	300		300	-100	200
5576	5	Footpaths	2750		2750	700	3450
5577	5	Benches/Litter Bins	3200		3200	3425	6625
5553	5	Allotments improvements	2500		2500	4000	6500
5554	5	Allotments maintenance	3200		3200	0	3200
5583	6	St Anne's Marketing	500		500	300	800
5587	6	St Anne's volunteering	500		500	700	1200
5731	6	HC Improvements	2300		2300	300	2600
5324	7	Staff training	500		500	-500	0
9041	7	Staff recruitment	335		335	0	335
			87010	0	87010	-16550	70460
		War Memorial (now in Rock Park)	1000	0	1000	-1000	0