



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 31ST OCTOBER 2016 at 7.00PM** in the **THE GUILDHALL, BUTCHERS ROW, BARNSTAPLE** to which you are summoned for the transaction of the under mentioned business

W Austin
Town Clerk
25th October 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 6th September 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. Annual Return – to receive and consider the External Auditor’s year-end report, and approve payment of the audit fee.
 6. Website redesign – to consider options and a budget.
 7. Internal Audit contract – to consider a proposal from the Council’s current Internal Auditor.

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).

8. Castle Centre lease – to consider a request.
9. Outstanding debt – to consider appropriate further action.

BARNSTAPLE TOWN COUNCIL

MINUTES of FINANCE & GENERAL PURPOSES COMMITTEE MEETING held on 12TH SEPTEMBER 2016 at 7.00pm in the GUILDHALL, BUTCHERS ROW BARNSTAPLE.

Present: Cllr Mrs V Monk (Deputy Chairman) took the chair in the absence of the Chairman.

Councillors: Mrs V Elkins, F Vernon, A Windsor, I Roome, J Carter, Mrs J Wilsher, Ms N Haywood, I Williams and G Langford.

Also in attendance: W Austin (Town Clerk).

FG17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs S Upcott, Mrs S Haywood, Mrs J Hunt, J Phillips, and M Kennaugh.

FG18 DECLARATIONS OF INTEREST AND DISPENSATIONS RECEIVED

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.

Cllr A Windsor declared a personal interest in agenda item 4(b), transaction numbers 54448, 54578, 54945, 54895, and 55366 as a relative of the supplier.

FG19 MINUTES OF THE MEETING HELD ON 27TH JUNE 2016

RESOLVED: That the minutes of the meeting held on 23rd May 2016 be approved as a correct record and signed by the Chairman.

(5, 4abs)

FG20 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 54448, 54578, 54945, 54895, and 55366 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)

FG21 ANNUAL RETURN

The Clerk reported that the report of the External Auditor had not yet been received and recommended that the matter be deferred to the next meeting.

RESOLVED: That the report of the External Auditor be deferred to the next meeting.

(NC)

FG22 PANNIER MARKET PUBLIC SPACES PROTECTION ORDER

Members considered a consultation document from North Devon District Council, proposing a Public Spaces Protection Order for the Pannier Market.

****Cllr Windsor left the meeting at this point and did not return****

RESOLVED to respond as follows:

The Town Council supports the use of a Public Spaces Protection Order due to the extent of anti-social behaviour and damage from

vandalism. The Council would prefer the area beneath the Guildhall to be included in the Order, provided the interests and access requirements for Town Council tenants are accommodated. The arrangements should also ensure that emergency exit procedures from the Guildhall are not adversely affected.

(NC)

FG23 CHRISTMAS LIGHTS 2016

Members considered proposals from the Town Centre Manager for additional Christmas lights on Barnstaple Guildhall, the Albert Clock, and the trees in The Square.

Members welcomed the proposals, but considered the cost to be unaffordable for all of the proposals. Concern was also expressed that a future refurbishment of the Guildhall might impact on the availability of the building for mounting Christmas lights.

RESOLVED: That the proposed lighting of the Guildhall be accepted, with a preference for a rolling annual agreement, and that lighting of the trees in The Square be accepted, provided there is no additional cost to the Town Council.

(NC)

RESOLVED: That delegated authority be given to the Chairman and Clerk to agree an alternative arrangement should the prior resolution prove unachievable.

(NC)

FG24 BUDGET 2017/18

Councillors considered a paper circulated by the Clerk, outlining possible priorities and issues for the 2017/18 committee budgets, and the level of precept that might be required.

RESOLVED: That the Clerk prepare a budget based on the requirements outlined in the briefing paper, and taking account of committee requirements.

(NC)

Meeting closed at 8.10pm.

Chairman.

Signed

Dated