



BARNSTAPLE TOWN COUNCIL

Mr W Austin BA (Hons)
Town Clerk



QUALITY
TOWN
COUNCIL

BARUM HOUSE
THE SQUARE
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There will be a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** on **MONDAY 5TH DECEMBER 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
29th November 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 31st October 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 account for Barum House.
 - d) Aged Debtors and Aged Creditors Analyses, and Nominal Balances
 - e) Direct Debit and Credit Card Reports
5. Budget and Precept 2017-2018:
- a) To receive and consider draft estimates for the 2017-18 Finance & General Purposes Committee budget and precept request.
 - b) To receive and consider Town Council Committees' budgets and precept requests.

BARNSTAPLE TOWN COUNCIL

MINUTES of FINANCE & GENERAL PURPOSES COMMITTEE MEETING held on 31ST OCTOBER 2016 at 7.00pm in the GUILDHALL, BUTCHERS ROW BARNSTAPLE.

Present: Cllr S Upcott (Chairman).

Councillors: Mrs V Monk, F Vernon, A Windsor, Mrs S Haywood, Mrs J Hunt (Mayor ex-officio), Mrs J Wilsher, M Kennaugh, and I Williams.

Also in attendance: W Austin (Town Clerk).

FG25 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Mrs V Elkins, I Roome, J Phillips, J Carter, Ms N Haywood, and G Langford.

FG26 DECLARATIONS OF INTEREST AND DISPENSATIONS RECEIVED

Cllrs Mrs S Haywood 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.

Cllr Mrs S Haywood declared a personal interest in all agenda items relating to Barnstaple Fair, as a relative of an honorary member of the Showmen's Guild.

FG27 MINUTES OF THE MEETING HELD ON 12TH SEPTEMBER 2016

RESOLVED: That the minutes of the meeting held on 12th September 2016 be approved as a correct record and signed by the Chairman.
(5, 4 abs)

FG28 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

Councillors requested that the Clerk provide a breakdown of all transactions with the description 'purchase payment' by email.

RESOLVED: That the Bank Transactions report be received and noted.

(NC)

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

The Clerk advised that the now closed petty case accounts for the Heritage Centre and Improvements & Design would be removed from future reports.

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)

FG29 ANNUAL RETURN

The Clerk presented the Annual Return with the comments of the External Auditor..

RESOLVED: That the report of the External Auditor be received and approved, and that the fee for the audit be approved for payment.

(NC)

FG30 WEBSITE REDESIGN

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

Members considered a report from the Town Clerk that was circulated prior to the meeting, outlining options and costs for a new Town Council website.

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

RESOLVED: That website option 1 be accepted, and that detailed design matters, including consultation on colour blindness and other

issues of disability, be delegated to the Clerk, Committee Chairman and Mayor.

(NC)

FG31 INTERNAL AUDIT CONTRACT

Members considered a proposal from the Council's current internal auditor for an extension to the current contract for a period of two years.

RESOLVED: That the proposal of the Internal Auditor be accepted.

(NC)

FG32 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That the following 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).

(NC)

FG33 CASTLE CENTRE LEASE

Councillors considered a request for the lease of a room at the Castle Centre to the North Devon Talking Newspaper for the Blind, on terms outlined by the Town Clerk.

RESOLVED: That the proposed lease and terms be accepted, subject to the organisation being shown the ground floor office as an option.

(NC)

FG34 OUTSTANDING DEBT

Councillors considered an outstanding debt relating to a lease at the Castle Centre. Judgement had been obtained but the bailiff had been unable to secure goods to the value of the debt.

RESOLVED: That a charge on the debtor's residence be investigated, and that authority to proceed with the charge be delegated to the Chairman and Clerk if costs are not prohibitive.

(NC)

Meeting closed at 8.01pm.

Chairman.

Signed

Dated