



BARNSTAPLE TOWN COUNCIL

Mr W Austin BA (Hons)
Town Clerk



QUALITY
TOWN
COUNCIL

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PLEASE NOTE CHANGE OF VENUE

There will be a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** on **MONDAY 12TH SEPTEMBER 2016 at 7.00PM** in the **MAIN HALL, THE CASTLE CENTRE, 25 CASTLE STREET, BARNSTAPLE** to which you are summoned for the transaction of the under mentioned business.

W Austin
Town Clerk
6th September 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 27th June 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 (if available).
 6. Pannier Market Public Spaces Protection Order – to consider and agree a response to a consultation by North Devon District Council.
 7. Christmas Lights 2016 – to consider a proposal from the Town Centre Manager for additional lighting on Town Council properties.
 8. Budget 2017/18 – to consider priorities for the 2017/18 committee budget, and any guidance on the level of precept.

BARNSTAPLE TOWN COUNCIL

MINUTES of FINANCE & GENERAL PURPOSES COMMITTEE MEETING held on 27TH JUNE 2016 at 7.00pm in the GUILDHALL, BUTCHERS ROW BARNSTAPLE.

Present: Cllr S Upcott (Chairman)

Councillors: Mrs V Monk, A Windsor, Mrs S Haywood, I Roome, J Phillips, Mrs J Wilsher, Ms N Haywood, and M Kennaugh.

Also in attendance: W Austin (Town Clerk).

FG09 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Mrs V Elkins, F Vernon, Mrs J Hunt, J Carter and I Williams.

FG10 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.

Cllr A Windsor declared a personal interest in agenda item 4(b), transaction number 53885, as a relative of the supplier.

FG11 MINUTES OF THE MEETING HELD ON 23RD MAY 2016

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

(8, 1abs)

FG12 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 number 53885, 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)

FG13 INTERNAL AUDIT

The Clerk summarised the end of year internal audit report which had been circulated with the agenda and identified no issues for action.

RESOLVED: That the end of year report of the internal auditor for 2015-2016 be received and noted.

(NC)

FG14 NALC LARGER LOCAL COUNCILS CONFERENCE 2016

The Clerk summarised the agenda for the conference, to which the Council had sent up to four delegates in previous years. He asked councillors to consider any nominations for the 2016 conference. The cost was £210 + VAT per delegate, excluding travel and subsistence costs. A budget was available.

Cllrs Upcott, Phillips, Windsor and Roome expressed an interest in attending. Councillors also considered whether other members not on the Finance & General Purposes Committee might want to attend.

RESOLVED: That nominations for attendance at the NALC Larger Local Councils Conference 2016 be referred to Full Council.

(NC)

FG15 REMEMBRANCE ACTIVITIES 2016

Cllr Roome declared an interest in this item as a member of the Royal British Legion.

Members considered the schedule for the main Act of Remembrance used in 2015, and

RESOLVED: That the following should be incorporated into plans for the 2016 Act of Remembrance:

- i) Wreath laying should be in pairs with no singular wreath layers except where there is an odd number in total;
- ii) The Youth Council Chairman should be included in the list currently shown as 'singular' wreath layers;
- iii) Councillors should be provided with a detailed diagram showing the proposed positioning of councillors and other dignitaries at both the War Memorial and the dais;
- iv) The Town Clerk should consult with ceremonial staff on past arrangements;
- v) The Youth Council should follow town councillors in the procession; and
- vi) The Town Clerk should look into YouTube videos of past processions for guidance.

(NC)

16 CONSULTATION ON CHANGES TO THE LOCAL GOVERNMENT
TRANSPARENCY CODE 2015

Councillors considered the consultation document and the draft response that had been tabled with the agenda.

RESOLVED: That the draft response be approved as tabled.

(8, 1abs)

Meeting closed at 7.35pm.

Chairman.

Signed

Dated