

BARNSTAPLE TOWN COUNCIL

MINUTES of FINANCE & GENERAL PURPOSES COMMITTEE MEETING held on 22<sup>ND</sup> JUNE 2015 at 7.15pm in the GUILDHALL, BUTCHERS ROW BARNSTAPLE.

Present: Chairman: Cllr Mrs S Haywood

Councillors: Cllrs 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 and G Langford.

FG13 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr I Williams (indisposed).

FG14 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.

FG15 MINUTES OF THE MEETING HELD ON 27<sup>TH</sup> MAY 2015

RESOLVED: That the minutes of the meeting held on 27<sup>th</sup> May 2015 be approved as a correct record and signed by the Chairman.

(13, 1abs)

FG16 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 declared an interest in transaction 49208 as the contractor was his nephew.

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

Cllrs Mrs S Haywood and Ms N Haywood declared interests in the Aged Debtors Report as relatives of Cllr C Haywood, an honorary member of the Showmen's Guild, as the report included a debt relating to Barnstaple Fair.

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)

#### FG17 CORPORATE GOVERNANCE WORKING PARTY

The notes of the Corporate Governance Working Party meeting of 22<sup>nd</sup> June 2015, as shown at Appendix 1 to these minutes, were reported verbally by the Town Clerk.

RESOLVED: That the notes of the Corporate Governance Working Party meeting of 22<sup>nd</sup> June 2015 and the recommendations therein be received, adopted and approved.

(NC)

#### FG18 CORPORATE PLAN – REVIEW OF STAFFING

The Town Clerk reported that the Staff Committee had approved the use of external support for a review of staffing, as part of the development of the Council's Corporate Plan. The estimated cost would be in the region of £3,000 but there was no specific budgetary provision for this. If the cost could not be absorbed into revenue expenditure, it would be for members to consider whether to fund the review from the Council Tax Support Grant, which was also known as the Mitigation Grant.

RESOLVED: That the estimated cost of £3,000 for a review of staffing be approved, and that if this cannot be absorbed into general revenue expenditure, the cost met from the Council Tax Support Grant.

(NC)

The Town Clerk advised that this quotation was provided by Aviva through WPS Insurance, the Council's insurance advisers.

FG19 CORPORATE PLAN – COMMITTEE PRIORITIES

The Town Clerk summarised a report circulated with the agenda, indicating that all Council committees had been asked to provide a maximum of six objectives for the period 2015-2020 for inclusion in the Corporate Plan. These should be in priority order. The report set out the Finance & General Purposes Committee's remit and a number of current issues for the committee.

Members considered the report, and added ceremonial robes and the Council's website to the list of current issues. There was concern that more time would be needed to arrive at a considered conclusion, and it was

RESOLVED: That Committee members be asked to submit ideas for Committee priorities to the Town Clerk, who would circulate these with those discussed at this meeting for prioritisation; the results to be presented to the next committee meeting.

(NC)

Meeting closed at 7.40pm.

Chairman.

Signed .....

Dated .....

**Notes of Corporate Governance Working Party held on 22<sup>nd</sup> June 2015 at 6.30pm in the Guildhall, Butchers Row, Barnstaple.**

Present: Cllr Mrs V Elkins  
Cllr A Windsor  
Cllr I Roome  
Cllr J Phillips  
Cllr M Kennaugh

**ELECTION OF CHAIRMAN**

Cllr Roome nominated, and Cllr Phillips seconded Cllr Windsor as Chairman of the Working Party.

RESOLVED: That Cllr Windsor be elected Chairman of the Corporate Governance Working Party.

(NC)

**APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**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 30<sup>TH</sup> MARCH 2015**

RESOLVED: That the notes of the meeting held on 30<sup>th</sup> March 2015 be approved as a correct record and signed by the Chairman.

(NC)

**COUNCILLOR TRAINING**

The Clerk reported that all councillors had been offered, and the vast majority had attended two days of councillor training, the first as an introduction to the Town Council, the second more formal training in law, procedure, finance and the role of the councillor. There was now an opportunity to consider what, if any, further training was required.

Cllr Roome suggested that a skills audit of councillors would be helpful. The Clerk said he would include this when collecting biographical information for the Council's website.

Cllrs Phillips and Kennaugh said that the training offered so far was excellent and ahead of other councils.

Councillors discussed other possible training requirements, including Finance, Equalities/Diversity, Chairmanship, Planning, and Environment. A dedicated training session for Environment and Planning was already planned for later in the year.

RECOMMENDED: That a one-day training workshop for councillors, covering Finance, Chairmanship and Equalities & Diversity, be arranged; this to be offered to both Barnstaple Town Council and other Town and Parish Councils in North Devon.

(NC)

Meeting closed at 6.48pm.

Chairman.

Signed.....

Dated.....