



BARNSTAPLE TOWN COUNCIL

Mr W Austin BA (Hons)
Town Clerk



QUALITY
TOWN
COUNCIL

BARUM HOUSE
THE SQUARE
BARNSTAPLE
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There will be a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** on **MONDAY 17TH JULY 2017 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
11th July 2017

Members of the Committee:

Chairman: Cllr S Upcott

Councillors: Mrs V Monk, Mrs V Elkins, F Vernon, A Windsor, Mrs S Haywood (Vice-Chairman), 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, G Langford, and Mrs L York.

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.

Recording, photographs and filming. In accordance with the Council's Protocol for the Recording or Reporting of Council and Committee Meetings, the press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement 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 19th June 2017 (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. Corporate Governance Working Party – to receive a report of the meeting held on 17th July 2017 from the Clerk, and to agree any recommendations.
6. Barnstaple Fair – to receive a verbal report in respect of invitations to the Barnstaple Fair Proclamation ceremony and associated activities, and to agree any actions arising.
7. NALC Larger Local Councils Conference 2017: Making Local Economic Growth Work (London, 13 December 2017) – to agree any nominations for attendance (see attached).

BARNSTAPLE TOWN COUNCIL

MINUTES of FINANCE & GENERAL PURPOSES COMMITTEE MEETING held on MONDAY 19TH JUNE 2017 at 7.00pm in the GUILDHALL, BUTCHERS ROW, BARNSTAPLE.

Present: Cllr S Upcott (Chairman)
Cllrs: Mrs V Elkins, F Vernon, A Windsor, Mrs S Haywood, I Roome (Deputy Mayor ex officio), Mrs J Hunt (Mayor ex officio), J Carter, Ms N Haywood, M Kennaugh, I Williams and G Langford.

Also present: Cllr Mrs L York, W Austin (Town Clerk).

The Chairman welcomed Cllr Mrs L York to the meeting in a non-voting capacity as she was not a member of the committee. Each councillor introduced him or herself to Cllr Mrs York in turn.

FG04 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Cllrs J Phillips and Mrs J Wilsher.

FG05 DECLARATIONS OF INTEREST AND DISPENSATIONS RECEIVED.

Cllrs Mrs S Haywood, Mrs J Hunt and I Roome, as members of North Devon District Council, have dispensation to discuss and vote on all items on the agenda unless the item refers to a financial or legal agreement or dispute between the two authorities.

Cllrs Mrs S Haywood, Mrs J Hunt and Ms N Haywood declared personal interests in item 9, Barnstaple Fair, as close relatives of an honorary member of the Showmen's Guild.

FG06 MINUTES OF THE MEETING HELD ON 27TH MARCH 2017 AND 30TH MAY 2017.

RESOLVED: That, subject to amendment of the words "2017-2017" to read "2017-2018" at minute FG67, the minutes of the meeting held on 27th March 2017 be approved as a correct record and signed by the Chairman.

(10, 1abs)

RESOLVED: That the minutes of the meeting held on 30th May 2017 be approved as a correct record and signed by the Chairman.

(NC)

FG07 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

RESOLVED: That the Bank Transactions report be received and approved. (NC)

c) Direct Reserve Account and Petty Cash Account for Barum House

RESOLVED: That the Direct Reserve Account and petty cash account for Barum House 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)

FG08 CORPORATE GOVERNANCE WORKING PARTY

The Clerk gave a verbal summary of the meeting of the Corporate Governance Working Party held on 19th June 2017, the notes of which are shown at Appendix 1 to these minutes. The meeting had recommended adoption of a Volunteer Equal Opportunities Statement, and had requested that the Volunteer Policy and Agreement be tabled for consideration at its next meeting.

RESOLVED: That the report of the Corporate Governance Working Party meeting held on 19th June 2017 be received, and the recommendations therein be approved. (NC)

FG09 EARMARKED RESERVES

Draft earmarked reserves for the 2016-2017 year-end had been tabled with the agenda, and are shown at Appendix 2 to these minutes.

RESOLVED: That the year-end earmarked reserves for 2016-17 be approved as tabled.

(NC)

FG10 INTERNAL AUDIT

Councillors considered two internal audit reports tabled with the agenda. The first was an audit of the Council's governance arrangements, and the second the year-end internal audit. The Clerk reported that he would be developing a document retention policy in response to the governance audit. Cllr Kennaugh reminded the committee that this audit had also noted that the asset register and structure chart had not been published.

The Clerk advised that the year-end report had raised no issues to be addressed, and that accordingly the internal auditor had signed the relevant section of the annual return, with all internal control objectives agreed as being achieved throughout the year.

RESOLVED: That the internal auditor's governance report be received and noted.

(NC)

RESOLVED: That the 2016-2017 year-end report of the internal auditor be received and noted.

(NC)

FG11 BUILDINGS REVIEW COMMITTEE

A request had been tabled with the agenda for virement of £22,500 from the Finance & General Purposes Committee to the Buildings Review Committee, resolved by the Buildings Review Committee at its meeting on 5th June 2017. Following discussion it was

RESOLVED: That £22,500 be vired from the Contingency budget held by the Finance & General Purposes Committee to the Buildings Review Committee budget.

(NC)

FG12 BARNSTAPLE FAIR

Members considered a report tabled with the agenda in respect of invitations to the Barnstaple Fair Proclamation ceremony, and the ensuing luncheon. The Clerk advised that there was a need to review

the numbers attending at Barnstaple Guildhall for health and safety, community benefit and financial reasons.

Members discussed the possible priorities for invitation, recognising the civic importance of the event, and its use as a way of thanking people for their support to the Council, the community, and individual councillors. They also considered whether there should be an independent assessment of an attendance limit for health and safety purposes.

RESOLVED: That a review of the schedule of invitations to the Barnstaple Fair Proclamation and luncheon be delegated to the Chairman and Vice-Chairman of Finance and General Purposes Committee, and the Mayor and Deputy Mayor, with advice from an independent assessor in relation to health and safety matters.

(NC)

FG13 MATTERS TO BE TAKEN IN THE ABSENCE 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)

FG14 COUNCIL RENTS

Members considered a request for assistance from a tenant.

RESOLVED: That a 10% reduction in rent be agreed and reviewed after six months, following a formal rent review.

(11, 1abs)

FG15 DEBT WRITE-OFF

Members considered a debt of £32 owed by an organisation that had ceased to exist.

RESOLVED: That the outstanding debt of £32 in respect of invoice number 7814 be written off.

(NC)

Meeting closed at 8.29pm.

Chairman.

Signed

Dated

Notes of Corporate Governance Working Party held on 19th June 2017 at 6.30pm in the Guildhall, Butchers Row, Barnstaple.

Present: Cllrs A Windsor (Chairman), Mrs V Elkins, Mrs S Haywood, I Roome and M Kennaugh.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr J Phillips.

DECLARATIONS OF INTEREST

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.

NOTES OF MEETING HELD ON 13TH FEBRUARY 2017

RESOLVED: That the notes of the meeting held on 13th February 2017 be approved as a correct record and signed by the Chairman.

(4, 1abs)

REVIEW OF INTERNAL CONTROL

The Clerk presented a draft Equal Opportunities Statement for Volunteers. He advised that this document was recommended for adoption as the Council's statement on equal opportunities relating to officers was not considered appropriate to volunteers. Councillors discussed the implications for councillors, and the relationship between the draft statement and the separate Volunteer Policy and Agreement.

RECOMMENDED: That the Equal Opportunities Statement for Volunteers be agreed as tabled, subject to the inclusion of “, councillors” after the words “employees of the Council” at bullet point 5, and inclusion of “councillor,” after the words “employee of the council, “ at bullet point 8.

(NC)

RECOMMENDED: That the Volunteer Policy and Agreement be tabled for review at the next meeting of the Corporate Governance Working Party.

(NC)

The Equal Opportunities Statement for Volunteers as amended and recommended is shown at Appendix 1.

Meeting closed at 6.40pm.

Chairman.

Signed.....

Dated.....

VOLUNTEERS EQUAL OPPORTUNITIES STATEMENT

- The Council is dedicated to treating people fairly and working with people from diverse backgrounds.
- All volunteers will be treated equally.
- No volunteer will receive less favourable treatment on the grounds of sex, gender, age, sexual-orientation, race, colour, religion, nationality, ethnic origin, disability or on the basis of gender re-assignment.
- No volunteer will be disadvantaged by any requirements that cannot be justified as necessary on operational grounds.
- All volunteers have a personal responsibility for the application of this equal opportunity policy, which extends to the treatment of both fellow volunteers, employees of the council, councillors and the public.
- Everyone involved in recruiting, selecting, promoting and training of volunteers has special responsibility for the practical application of this equal opportunity policy.
- Any volunteer who believes he or she have been unfairly discriminated against is encouraged to use the problem-solving procedure outlined in the volunteer agreement.
- Any volunteer who conducts his or herself in a discriminatory manner (whether on the grounds of sex, age, race, colour, religion, nationality, ethnic origin, marital status, disability or gender re-assignment) towards another volunteer, employee of the council, councillor, customer or member of the public will be guilty of gross misconduct and will have their agreement with Barnstaple Town Council cancelled.

Barnstaple Town Council

Year End 2017

Earmarked Reserves

		Yend 2015- 16	Adjust in year	Balance mth 12	YE adjust	Yend 2016- 17
5120	1 Youth Council	2400		2400	-900	1500
5123	1 Annual Leaflet	900		900	-900	0
5124	1 Election expenses	3000		3000	4000	7000
5125	1 Ward Budgets	6000		6000	-1000	5000
5220	1 Mayor's Allowance	1500		1500	1000	2500
5224	1 Members' Training	500		500	-500	0
5226	1 Hospitality	2700		2700	-1700	1000
5227	1 Ceremonial	1750		1750	-750	1000
5320	1 External Audit	300		300	-300	0
5561	1 Special Events	2000		2000	0	2000
9039	1 Contingency	1900		1900	0	1900
5814	1 Guildhall licences	1500		1500	-1000	500
5832	1 Guildhall R&M	1850		1850	-1850	0
5851	1 Guildhall refurbishments (pilasters)	3800		3800	-3800	0
9014	1 Health & Safety	500		500	-500	0
9022	1 Equipment	950		950	-950	0
9032	1 Admin repairs & maint	1150		1150	-1150	0
9033	1 Rent Reviews	3500		3500	0	3500
	1 Buildings Review	0		0	18700	18700
9121	1 Castle Centre upgrading	1200		1200	6800	8000
9132	1 Castle Centre repairs	1500		1500	-1500	0
9332	1 St John's repairs	2500		2500	-500	2000
5520	5 Planted Areas (Floral Displays)	2100		2100	-2100	0
5521	5 Square Maintenance	400		400	600	1000
5565	5 Clean Neighbourhoods	650		650	850	1500
5569	5 Community projects	1000		1000	2900	3900
5575	5 Environment Training School	200		200	550	750
5576	5 Footpaths	3450		3450	-450	3000
5577	5 Benches/Litter Bins	6625		6625	575	7200
5553	5 Allotments improvements	6500		6500	1500	8000
5554	5 Allotments maintenance	3200		3200	-1200	2000
5538	6 St Annes development costs	0		0	1000	1000
5583	6 St Anne's Marketing	800		800	-800	0
5587	6 St Anne's volunteering	1200		1200	-1200	0
5731	6 Heritage marketing	2600		2600	800	3400
9041	7 Staff recruitment	335		335	665	1000
		70460	0	70460	16890	87350