



**Barnstaple Town Council**  
Barum House, The Square, Barnstaple EX32 8LS

Telephone: 01271 373311  
Email: [admin@barnstapletowncouncil.co.uk](mailto:admin@barnstapletowncouncil.co.uk)  
Web: [www.barnstapletowncouncil.co.uk](http://www.barnstapletowncouncil.co.uk)

Mr R Ward, Town Clerk

There will be a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** on **MONDAY 17<sup>TH</sup> SEPTEMBER 2018 at 7.00PM** in the **THE GUILDHALL, BUTCHERS ROW, BARNSTAPLE** to which you are summoned for the transaction of the under mentioned business.

R Ward  
Town Clerk  
10<sup>th</sup> September 2018

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 (Mayor ex-officio), Mrs J Hunt, J Phillips, J Carter, Mrs J Wilsher, J Williams, Ms N Haywood, M Kennaugh, G Langford, A Rennles (Deputy Mayor ex-officio), 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. Minutes**

To approve as a correct record the minutes of the meeting held on 16<sup>th</sup> July 2018.

**4. Financial Reports**

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. Annual Return**

To receive and consider the External Auditors report (if available).

**6. IT Systems**

To receive report on proposals for security updates to the Town Council IT systems and consider any actions therefrom.

**7. Budget 2019/20**

To consider priorities for the 2019/20 committee budget and provide guidance on the level of precept for the Town Council.

**8. North Devon Records Office**

To receive report on the North Devon Records Office and consider any actions therefrom.

*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).*

**9. Outstanding Debts**

To consider and approve outstanding debts for write-off.