



# 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 19<sup>TH</sup> JUNE 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  
13<sup>th</sup> June 2017

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.

***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 meetings held on 27<sup>th</sup> March 2017 and 30<sup>th</sup> May 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 19<sup>th</sup> June 2017 from the Clerk, and to agree any recommendations.
6. Earmarked Reserves - to agree the Council's year-end earmarked reserves for 2015/16.
7. Internal Audit – to receive and consider reports from the internal auditor.
8. Buildings Review Committee – to consider a request to vire funding to the Buildings Review Committee to support its work.
9. Barnstaple Fair – to agree invitations to the Barnstaple Fair Proclamation ceremony and associated activities.

*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).*

10. Council Rents – to update members on a request from a tenant, and to consider any further actions.
11. Outstanding Debt – to consider outstanding debts for write-off.

## BARNSTAPLE TOWN COUNCIL

MINUTES of FINANCE & GENERAL PURPOSES COMMITTEE MEETING held on MONDAY 27<sup>TH</sup> MARCH 2017 at 7.00pm in the GUILDHALL, BUTCHERS ROW, BARNSTAPLE.

Present: Cllr S Upcott (Chairman)  
Cllrs: A Windsor, Mrs S Haywood, I Roome (Deputy Mayor ex officio), Mrs J Hunt (Mayor ex officio), J Phillips, Mrs J Wilsher, Ms N Haywood, M Kennaugh, I Williams and G Langford.  
Also present: W Austin (Town Clerk).

### FG62 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Cllrs Mrs V Monk, Mrs V Elkins, and F Vernon.

### FG63 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.

Cllr Roome declared a disclosable pecuniary interest in agenda item 5 (Save Our Hospital Services) as an employee of the NHS. Cllr Mrs Hunt also declared a disclosable pecuniary interest in agenda item 5 (Save Our Hospital Services) as a close relative of an employee of the NHS.

### FG64 MINUTES OF THE MEETING HELD ON 23<sup>RD</sup> FEBRUARY 2017.

RESOLVED: That the minutes of the meeting held on 23<sup>rd</sup> February 2017 be approved as a correct record and signed by the Chairman.

(10, 1abs)

### FG65 FINANCIAL STATEMENTS AND BUDGET MONITORING REPORT

The financial statements and budget monitoring reports were circulated prior to the meeting.

#### a) Budget Variance Report

Following a query, the Clerk undertook to provide more detail on nominal codes 5725 and 5732 by email to committee members.

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)

FG66      SAVE OUR HOSPITAL SERVICES

\*\*\*Cllrs Roome and Mrs Hunt left the meeting at this point\*\*\*

Members considered a request from Bideford Town Council for a matched funding contribution to the Save Our Hospital Services campaign. Bideford Town Council had pledged £2,500 towards a fighting fund in the event of a judicial review of the Devon Sustainability & Transformation Plan.

Members recognised the need for support in the event of a judicial review, and considered the 'in kind' support offered to the campaign already. They were being provided with weekly meeting facilities, and administrative support such as printing, at no cost and with an estimated value of £2,000 per annum.

RESOLVED: That £500 be allocated by Barnstaple Town Council for the Save Our Hospital Services campaign, for donation in the event that a barrister is engaged to pursue a judicial review, and that Bideford Town Council be notified of the existing in-kind support given by Barnstaple Town Council to the campaign.

(6, 2 against, 1 abs)

\*\*\*Cllrs Roome and Mrs Hunt returned to the meeting at this point\*\*\*

FG67      NEIGHBOURHOOD PLAN

Members considered a request from the Town Council's Planning Committee to approve funding of £10,000 towards the development of a Neighbourhood Plan for Barnstaple.

The Clerk explained that Planning Committee had set a Neighbourhood Plan as one of its key objectives as it would be an opportunity to influence the future development of Barnstaple. The estimated cost was £25,000, and £15,000 of this would be available in the form of grant aid. The cost of a Neighbourhood Plan had been highlighted in the budget briefing as one of the unfunded items for which a contingency was agreed in setting the 2017-2018 budget.

Members asked whether there would be staffing implications from this project. The Clerk explained that the intention would be to engage external support to manage and deliver the project.

RESOLVED: That £10,000 be allocated to the Planning Committee, to be used as needed for the purposes of producing a Neighbourhood Plan only, from the £50,000 contingency allocated by the Council in setting its 2017-2017 budget.

(NC)

FG68      ROYAL FAMILY ARRANGEMENTS

Councillors considered a draft protocol, circulated with the agenda and for action in the event of the passing of a monarch or other senior member of the Royal Family.

RESOLVED: That subject to annual review by the Corporate Governance Working Party and further research on the list of dignitaries to be included, the Protocol in the Event of the Passing of a Monarch or Other Senior Member of the Royal Family be approved as drafted.

(NC)

RESOLVED: That responsibility for consideration of other occasions when the Protocol might be triggered be delegated to the Mayor and Town Clerk.

(NC)

FG69      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)

FG70      DEBT WRITE-OFF

Members considered a longstanding debt due from debtor reference B501 that had been the subject of a court judgement and use of bailiffs. The debtor could not be located, and although the balance was legally owed there had not be a tangible significant financial loss to the Council. The Clerk explained that should the debtor be located in future, the debt could be pursued even if written off from the Council's accounts.

RESOLVED: That the debt owed by debtor B501 be written off, and that the debtor be barred from any future contractual relationship with Barnstaple Town Council.

(NC)

Meeting closed at 8.05pm.

Chairman.

Signed .....

Dated .....

## BARNSTAPLE TOWN COUNCIL

MINUTES of FINANCE & GENERAL PURPOSES COMMITTEE MEETING held on TUESDAY 30<sup>TH</sup> MAY 2017 at 6.00pm in the GUILDHALL, BUTCHERS ROW, BARNSTAPLE.

Present:

Cllrs: S Upcott, Mrs V Monk, Mrs V Elkins, F Vernon, A Windsor, Mrs S Haywood, I Roome (Deputy Mayor ex officio), J Carter, Mrs J Wilsher, I Williams, Ms N Haywood, and G Langford.

Also present: W Austin (Town Clerk) and Mrs K Graddock (Deputy Town Clerk).

As this was the first committee meeting of the municipal year no committee Chairman or Vice-Chairman had been elected at this point. In the absence of the Mayor, Cllr I Roome as Deputy Mayor assumed the chair.

### FG01 ELECTION OF CHAIRMAN.

The Chairman called for nominations for committee Chairman. Cllr S Upcott was proposed and seconded, and there being no other nominations it was

RESOLVED: That Cllr S Upcott be elected as Chairman of the Finance & General Purposes Committee for the municipal year 2017 to 2018.  
(NC)

Cllr Upcott assumed the chair for the remainder of the meeting.

### FG02 ELECTION OF VICE-CHAIRMAN.

The Chairman called for nominations for committee Vice-Chairman. Cllr Mrs S Haywood was proposed and seconded, and there being no other nominations it was

RESOLVED: That Cllr Mrs S Haywood be elected as Vice-Chairman of the Finance & General Purposes Committee for the municipal year 2017 to 2018.

(9, 4abs)

### FG03 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Cllrs Mrs J Hunt, J Phillips, and M Kennaugh.

Meeting closed at 6.04pm.

Chairman.

Signed .....

Dated .....