

## BARNSTAPLE TOWN COUNCIL

MINUTES of FINANCE & GENERAL PURPOSES COMMITTEE MEETING held on 27<sup>TH</sup> MAY 2015 at 7.15pm in the GUILDHALL, BUTCHERS ROW BARNSTAPLE.

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

*\*\*\*Cllr Mrs V Elkins took the Chair for the election of the Committee Chairman only\*\*\**

### FG01 ELECTION OF CHAIRMAN

Cllr Mrs S Haywood was nominated by Cllr A Windsor and seconded by Cllr Mrs V Monk. There being no other nominations it was

RESOLVED: That Cllr Mrs S Haywood be elected as Chairman of the Finance & General Purposes Committee for the municipal year 2015/16.  
(NC)

*\*\*\*Cllr Mrs S Haywood assumed the chairmanship of the meeting from this point\*\*\**

### FG02 ELECTION OF VICE-CHAIRMAN

Cllr S Upcott was nominated by Cllr A Windsor and seconded by Cllr I Roome. There being no other nominations it was

RESOLVED: That Cllr S Upcott be elected as Vice-Chairman of the Finance & General Purposes Committee for the municipal year 2015/16.  
(NC)

### FG03 APOLOGIES FOR ABSENCE

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

### FG04 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.

The Town Clerk agreed to look into the need to record these standing dispensations on the attendance sheet in future.

### FG05 MINUTES OF THE MEETING HELD ON 8<sup>TH</sup> APRIL 2015

RESOLVED: That the minutes of the meeting held on 8<sup>th</sup> April 2015 be approved as a correct record and signed by the Chairman.

(8, 5abs)

FG06 FINANCIAL STATEMENTS AND BUDGET MONITORING REPORT

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

a) Budget Variance Report

Cllr Kennaugh asked that future reports exclude pennies from all columns for the sake of consistency. The Clerk agreed to pursue this.

RESOLVED: That the Budget Variance Report be received and approved

(NC)

b) Bank Transactions

Cllr Windsor declared an interest in transaction 48822 as the contractor was his nephew.

RESOLVED: That the Bank Transactions report be received and approved

(12, 1abs)

*\*\*\*Cllr Mrs J Hunt left the meeting at this point and did not return\*\*\**

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)

FG07 CORPORATE GOVERNANCE WORKING PARTY

Cllrs A Windsor, I Roome, M Kennaugh, J Phillips and Mrs V Elkins were nominated and seconded to form the membership of the Corporate Governance Working Party.

RESOLVED: That Cllrs A Windsor, I Roome, M Kennaugh, J Phillips and Mrs V Elkins be elected as the membership of the Corporate Governance Working Party.

(NC)

FG08 ANNUAL REVIEW OF INSURANCE

A report circulated prior to the meeting and summarised at the meeting by the Town Clerk is shown at Appendix 1 to these minutes.

Councillors considered the report and it was

RESOLVED: That the quotation provided by company 1 be accepted.

(NC)

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

FG09 YEAR-END REPORT OF THE INTERNAL AUDITOR AND FUTURE CONTRACTUAL ARRANGEMENTS

A copy of the internal auditor's year-end report had been circulated with the agenda.

RESOLVED: That the report of the internal auditor be received and noted.

(NC)

The committee was asked to approve the renewal of the contract for internal audit services.

RESOLVED: That the contract for internal audit services for the coming five years be awarded to Mr K Abraham.

(NC)

FG10      TOWN TWINNING

The Clerk summarised a letter received from Lt Col R F Baxendale RM of the Commando Logistic Regiment Royal Marines (circulated with the agenda), proposing an arrangement to twin Barnstaple with the town of Harstad, Norway, with which the Marines had very strong links. The Clerk also reported that Barnstaple Twinning Association had offered its support for this proposal.

Members considered the proposal, and

RESOLVED: That a twinning arrangement with Harstad, Norway, be pursued and that Barnstaple Town Twinning Association be approached to take this forward.

(NC)

RESOLVED: That the current twinning arrangement with Trouville be reviewed.

(NC)

FG11      PROPERTY MATTERS

The Town Clerk reported that Full Council had resolved to dissolve the Properties Committee, and that its remit should transfer to the Finance & General Purposes Committee, with the exception of allotments management, which should transfer to the Environment Committee. He suggested a quarterly report to the Finance & General Purposes Committee. He also reported that a pilot arrangement for Register Office weddings at the Guildhall had been agreed.

RESOLVED: That the Committee be provided with a quarterly report on property matters.

(NC)

RESOLVED: That the report of the Town Clerk be received and noted.

(NC)

FG12      EARMARKED RESERVES

The Town Clerk advised that the year-end earmarked reserves had been considered at Full Council, but that he considered there was limited information offered in support of the decision to approve the final figures. To ensure that councillors were properly briefed on the matter, he had circulated a schedule of the proposed year end earmarked reserves, along with endnotes explaining proposed movements between the reserves. He considered that this additional information provided sufficient justification to return to members on the issue. Members agreed that the additional information was of such

significance. The Town Clerk then summarised the year-end earmarked reserves, as shown at Appendix 2 to these minutes.

RESOLVED: That the earmarked reserves for 2014/15 be approved.  
(NC)

Meeting closed at 8.34pm.

Chairman.

Signed .....

Dated .....

## Review of Town Council Insurance 2015

### 1. Insurance Renewal

1.1 The Town Council's corporate insurance requirements cover a range of potential liabilities. The main areas covered by the existing policy are:

- Asset protection including:
  - Damage to Council properties, most of which are listed buildings
  - Theft, including cover for antiquities and regalia
  - Machinery, plant and equipment
  - Business continuity
  - Money held on Council premises
  - Employee dishonesty
- Revenue protection including business interruption
- Legal liabilities including:
  - Employer liability
  - Public liability
  - Commercial legal protection
  - Management liability

1.2 The current policy with Aviva expires at the end of May after a three-year term. F&GP Committee has previously requested that the market be tested before entering into a new three-year arrangement. The annual premium last year was £14,681.83.

1.3 A review of cover requirements highlighted additional cover requirements for:

- Salary costs
- Increased use of volunteers
- Property valuations

1.4 Four companies that provide specialist insurance for Town and Parish Councils were approached to provide cover over a three-year term, with the following outcomes:

| Company | Annual Premium Quoted | Comments   |
|---------|-----------------------|--|
| 1       | £15,989.87            | Low claims rebate of £544.12 available, reducing the overall cost to £15,445.75                              |
| 2       | £17,700.00            |  |
| 3       | N/A                   | Stopped compiling their quote when the premium reached £17,000.00, and could not meet all cover requirements |
| 4       | N/A                   | Declined to provide due to extent of listed buildings  |

1.5 **Members are asked to consider entering into a new three-year agreement based on these quotations.**

### 2. Index Linked Valuation

2.1 Members had also asked previously about the current insurer's method of index linking in respect of insurance valuations. Aviva have advised that they use the following sources:

- Commercial Buildings
- General Building Cost Index
- Building Cost Information Service
- Commercial Contents
- Government Statistics

**Will Austin, May 2015**

| Barnstaple Town Council |   |                             | Year End<br>2013/14 | 2014/15<br>Month 12 | 2014/15<br>Year End<br>Adjust<br>for In-<br>Year<br>Spend | Proposed<br>Transfers<br>Between<br>Reserves | Proposed<br>Year End<br>2014/15 |
|-------------------------|---|-----------------------------|---------------------|---------------------|---|--|---------------------------------|
| Year End 2015           |   |                             |                     |                     |   |  |                                 |
| Earmarked Reserves (£)  |   |                             |                     |                     |   |  |                                 |
| 5120                    | 1 | Youth Council               | 3500                | 3500                | -1000   |  | 2500                            |
| 5121                    | 1 | Grants                      | 1500                | 1500                | -1500   |  | 0                               |
| 5124                    | 1 | Election expenses           | 7800                | 7800                | 2000  |  | 9800                            |
| 5125                    | 1 | Ward Budgets                | 0                   | 0                   | 2500  |  | 2500                            |
| 5220                    | 1 | Mayor's Allowance           | 3500                | 3500                | -2000   |  | 1500                            |
| 5224                    | 1 | Members' Training           | 0                   | 0                   | 0   |  | 0                               |
| 5225                    | 1 | Members' Allowances         | 2500                | 2500                | -2500   |  | 0                               |
| 5226                    | 1 | Hospitality                 | 4500                | 4500                | -1800   |  | 2700                            |
| 5227                    | 1 | Ceremonial                  | 4500                | 4500                | -1300   |  | 3200                            |
| 5320                    | 1 | External Audit              | 0                   | 0                   | 300   |  | 300                             |
| 5322                    | 1 | Professional & legal        | 1500                | 1500                | 500   |  | 2000                            |
| 5325                    | 1 | Membership fees & subs      | 0                   | 0                   | 0   |  | 0                               |
| 5561                    | 1 | Special Events              | 2000                | 2000                | -2000   | <b>2000</b>                                  | <b>2000<sup>i</sup></b>         |
| 5621                    | 1 | Fairground preparation      | 3000                | 3000                | -1500   |  | 1500                            |
| 9024                    | 1 | Postage                     | 0                   | 0                   | 0   |  | 0                               |
| 9025                    | 1 | IT Support                  | 2500                | 2500                | 1500  | <b>-2000</b>                                 | <b>2000</b>                     |
| 9034                    | 1 | Lengthsman                  | 0                   | 0                   | 0   |  | 0                               |
| 9037                    | 1 | Energy Projects             | 2000                | 2000                | 0   |  | 2000                            |
| 9039                    | 1 | Contingency                 | 1000                | 1000                | 400   |  | 1400                            |
| 5553                    | 3 | Allotments improvements     | 2000                | 2000                | 500   |  | 2500                            |
| 5554                    | 3 | Allotments maintenance      | 4000                | 4000                | -800  |  | 3200                            |
| 5814                    | 3 | Guildhall licences          | 1500                | 1500                | 0   |  | 1500                            |
| 5832                    | 3 | Guildhall R&M               | 3500                | 3500                | 0   |  | 3500                            |
| 5834                    | 3 | Notice Boards               | 1750                | 1750                | 0   | <b>-1750</b>                                 | <b>0</b>                        |
| 5851                    | 3 | Guildhall pilasters         | 3000                | 3000                | 1000  |  | 4000                            |
| 9022                    | 3 | Equipment                   | 0                   | 0                   | 1000  |  | 1000                            |
| 9032                    | 3 | Admin repairs & maint       | 7000                | 7000                | -5500   |  | 1500                            |
| 9033                    | 3 | Rent Reviews                | 3500                | 3500                | 0   |  | 3500                            |
| 9039                    | 3 | Contingency                 | 2500                | 2500                | -300  | <b>1750</b>                                  | <b>3950<sup>ii</sup></b>        |
| 9121                    | 3 | Castle Centre upgrading     | 500                 | 500                 | 0   |  | 500                             |
| 9132                    | 3 | Castle Centre repairs       | 1750                | 1750                | -1750   |  | 0                               |
| 9332                    | 3 | St John's repairs           | 7750                | 7750                | -6250   |  | 1500                            |
| 5520                    | 5 | Floral Displays             | 8500                | 8500                | -3100   | <b>6150</b>                                  | <b>11550<sup>iii</sup></b>      |
| 5521                    | 5 | Square Maintenance          | 4000                | 4000                | 1400  | <b>-5400</b>                                 | <b>0</b>                        |
| 5563                    | 5 | Litter bins                 | 2750                | 2750                | 675   |  | 3425                            |
| 5564                    | 5 | Green Audit                 | 750                 | 750                 | 0   | <b>-750</b>                                  | <b>0</b>                        |
| 5565                    | 5 | Clean Neighbourhoods        | 3500                | 3500                | -1900   |  | 1600                            |
| 5569                    | 5 | Community projects          | 0                   | 0                   | 0   |  | 0                               |
| 5575                    | 5 | Environment Training School | 0                   | 0                   | 300   |  | 300                             |
| 5576                    | 5 | Footpaths                   | 1250                | 1250                | 1500  |  | 2750                            |
| 5577                    | 5 | Benches                     | 3200                | 3200                | 0   |  | 3200                            |
| 5538                    | 6 | St Annes Repairs            | 4000                | 4000                | -4000   |  | 0                               |



|      |   |                                 |               |               |               |  |              |
|------|---|---------------------------------|---------------|---------------|---------------|--|--------------|
| 5583 | 6 | St Anne's Marketing             | 0             | 0             | 500           |  | 500          |
| 5587 | 6 | St Anne's volunteering          | 0             | 0             | 500           |  | 500          |
| 5722 | 6 | Marketing                       | 1500          | 1500          | -1500         |  | 0            |
| 5731 | 6 | HC Improvements                 | 5750          | 5750          | -3450         |  | 2300         |
| 5324 | 7 | Staff training                  | 3500          | 3500          | -3000         |  | 500          |
| 9041 | 7 | Staff recruitment               | 0             | 0             | 335           |  | 335          |
|      |   |                                 |               |               |               |  |              |
|      |   |                                 | <b>117250</b> | <b>117250</b> | <b>-30240</b> |  | <b>87010</b> |
|      |   |                                 |               |               |               |  |              |
|      |   | War Memorial (now in Rock Park) | 1000          | 1000          | 0             |  | 1000         |
|      |   |                                 |               |               |               |  |              |
|      |   |                                 | <b>118250</b> | <b>118250</b> | <b>-30240</b> |  | <b>88010</b> |

The above year-end adjustments account for in-year expenditure against the same budget heads, with the exception of the following proposed transfers between budget heads:

<sup>i</sup> £2000 moved from IT Support (9025.1) to Special Events (5561.1) – the need for EMR funding for IT support has reduced in recent years, whilst there is increased pressure on special events funding

<sup>ii</sup> £1750 moved from Noticeboards (5834.3) to Contingency (9039.3) – no proposed noticeboard projects this year, whilst contingency funding allows for a range of potential pressures, e.g. councillor allowances

<sup>iii</sup> £5400 from Square Maintenance (5521.5) and £550 from Green Audit (5564.5) to Floral Displays (5520.5)