

BARNSTAPLE TOWN COUNCIL

MINUTES of FINANCE & GENERAL PURPOSES COMMITTEE MEETING held on 14<sup>TH</sup> MARCH 2016 at 7.00pm in the GUILDHALL, BUTCHERS ROW BARNSTAPLE.

Present: Cllr Mrs S Haywood (Chairman)

Councillors: S Upcott, Mrs V Monk, Mrs V Elkins, F Vernon, A Windsor, I Roome, Mrs J Hunt, J Carter, Ms N Haywood, and M Kennaugh.

Also in attendance: W Austin (Town Clerk).

FG77 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs J Phillips, Mrs J Wilsher, I Williams and G Langford.

FG78 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.

Cllrs Mrs S Haywood, Mrs J Hunt and Ms N Haywood declared personal interests in agenda item 4 as relatives of an honorary member of the Showmen's Guild.

Cllr A Windsor declared a personal interest in agenda item 4(b), transaction number 52998, as a relative of the supplier.

FG79 MINUTES OF THE MEETING HELD ON 25<sup>TH</sup> FEBRUARY 2016

RESOLVED: That the minutes of the meeting held on 25<sup>th</sup> February 2016 be approved as a correct record and signed by the Chairman.  
(9, 1abs)

FG80 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 repeated his personal interest in this agenda item, transaction number 52998, as a relative of the supplier.

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

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)

#### FG81 CORPORATE GOVERNANCE WORKING PARTY

The Town Clerk gave a verbal summary of the Corporate Governance Working Party meeting held on 14<sup>th</sup> March 2016, the notes of which are shown at Appendix 1 to these minutes.

RESOLVED: That the report of the Corporate Governance Working Party meeting held on 22<sup>nd</sup> February 2016 be received, and the recommendations therein be approved.

(NC)

#### FG82 FINANCIAL REGULATIONS

The Clerk explained that, as at the previous discussion in January 2016, a response was still awaited from the external auditor explaining their reasons for considering that the NALC model regulations would be preferable to the Council's current regulations.

RESOLVED: That this item be deferred pending a reply from the external auditor.

(NC)

FG82      NORTH DEVON & BARNSTAPLE ELEPHANT DAY

The Clerk summarised further information received from the organisers of Elephant Day in support of a grant application, which had been deferred from the previous meeting.

RESOLVED: That a grant of £500 be awarded to North Devon & Barnstaple Elephant Day, ring-fenced for publicity materials, market expenses and insurance.

(8, 2 against)

FG83      TOWN TWINNING

The Clerk set out proposed arrangements for a twinning ceremony to sign an agreement with the town of Harstad, Norway, and associated dinner, guided tour, and lunch for the Norwegian guests.

RESOLVED: That the plans for twinning celebrations proceed as set out by the Clerk, and that councillors should reimburse the cost of their dinner.

(NC)

FG84      NORTH DEVON RECORD OFFICE & LOCAL STUDIES CENTRE

The Clerk advised that agreement had been reached in principle with Devon County Council and South West Heritage Trust for a three-year deal to retain the Record Office in Barnstaple. The Town Council would be the named local party to this agreement, although funding would be provided by a range of local councils and other stakeholders. The funding target had almost been reached, and it was expected that it would be. However, the committee was asked to consider safeguarding against any shortfall.

RESOLVED: That the Town Council underwrite any shortfall in the funding requirement.

(NC)

RESOLVED: That the Town Council be the named party to the agreement with Devon County Council and South West Heritage Trust.

(NC)

FG85      REVIEW OF FEES AND CHARGES

Fees and charges as shown at Appendix 2 had been circulated prior to the meeting.

RESOLVED: That the fees and charges be approved as tabled.

(NC)

FG86      PRESS AND PUBLIC EXCLUDED

RESOLVED: That, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, the following item be considered in the absence of press and public, as the item contains exempt information as defined by Standing Order 81(c, d and f).

(NC)

FG87      DEBT WRITE-OFF

RESOLVED: That the debts tabled be written off.

(NC)

Meeting closed at 8.58pm.

Chairman.

Signed .....

Dated .....

**Notes of Corporate Governance Working Party held on 14 March| 2016 at 6.30pm in the Guildhall, Butchers Row, Barnstaple.**

Present: Cllr A Windsor (Chairman), Cllr Mrs V Elkins, Cllr I Roome, Cllr J Phillips, and Cllr M Kennaugh.

**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 22<sup>ND</sup> FEBRUARY 2016**

RESOLVED: That subject to amending a sentence the notes of the meeting held on 22<sup>nd</sup> February 2016 be approved as a correct record and signed by the Chairman.  
(NC)

**REVIEW OF INTERNAL CONTROL – COUNCIL POLICY REVIEWS**

The Clerk summarised the following current policy documents that had been circulated for consideration prior to the meeting:

- Financial Regulations (current and NALC model regulations attached)
- Investment Policy

The Clerk explained that he was still waiting for a response from the external auditor explaining their reasons for considering that the NALC model regulations would be preferable to the Council's current regulations.

RECOMMENDED: That the review of Financial Regulations be deferred pending a response from the external auditor.  
(NC)

RECOMMENDED: That the Investment Policy be agreed as drafted.  
(NC)

**REVIEW OF INTERNAL CONTROL – SCHEDULE OF POLICY REVIEWS**

RECOMMENDED: That this matter be deferred pending the rationalisation of policy documents.  
(NC)

**REVIEW OF INTERNAL CONTROL – ANNUAL RISK ASSESSMENT**

RECOMMENDED: That the annual risk assessment be approved as drafted.  
(NC)

REVIEW OF INTERNAL CONTROL – ANNUAL REPORT

RECOMMENDED: That the annual report of internal control activity be approved as drafted.

(NC)

Meeting closed at 6.50pm.

Chairman.

Signed.....

Dated.....

## Finance & General Purposes Committee - Review of Fees and Charges 2016

### Room Hire Rates (Hourly)

	Current*		Proposed*	
	Commercial Rate	Community Rate	Commercial Rate	Community Rate
Hall	£15.00	£12.00	£15.00	£12.00
Meeting Rm	£10.00	£8.00	£10.00	£8.00
Guildhall	£40.00	£30.00	£30.00	£24.00
St Anne's	£15.00	£10.00	£10.00	£8.00
St Annes (whole building)	£15.00	£10.00	£20.00	£16.00

\* Fees for Guildhall include VAT, no VAT chargeable on other hires.

Officer delegation in place to enable negotiation of discount for regular hire.

**Further delegation to Chairman/Clerk to agree variation in fees where commercially beneficial, or to enable partnership working or extraordinary community benefit.**

### Copying/Printing

Current	Proposed
10p per sheet	10p per sheet

### Setting up for meetings (hourly rate during office hours)

Current	Proposed
£10.00	£10.00

### Setting up for meetings (hourly rate outside office hours)

Current	Proposed
£20.00	£20.00

### Fee for unlocking/locking outside office hours

Current	Proposed
£20.00	£20.00