

BARNSTAPLE TOWN COUNCIL

MINUTES of FINANCE & GENERAL PURPOSES COMMITTEE MEETING held on 19<sup>TH</sup> OCTOBER 2015 at 7.00pm in the GUILDHALL, BUTCHERS ROW BARNSTAPLE.

Present: Cllr Mrs S Haywood (Chairman)

Councillors: S Upcott, A Windsor, I Roome, Mrs J Hunt, J Phillips, Ms N Haywood, M Kennaugh, I Williams, and G Langford.

Also in attendance: W Austin (Town Clerk).

FG36 APOLOGIES FOR ABSENCE

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

FG37 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(d), transaction 51147, as a relative of the payee.

FG38 MINUTES OF THE MEETING HELD ON 28<sup>TH</sup> SEPTEMBER 2015

RESOLVED: That the minutes of the meeting held on 28<sup>th</sup> September 2015 be approved as a correct record and signed by the Chairman.  
(13, 1abs)

FG39 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.

(8, 1abs)

b) Bank Transactions

Cllr Windsor repeated his personal interest as noted in minute FG37.

RESOLVED: That the Bank Transactions report be received and approved

(8, 1abs)

- 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.

(8, 1abs)

- 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)

#### FG40 CORPORATE PLAN

The Clerk introduced a draft action plan for the committee that had been circulated with the agenda. This intended to add detail to the committee objectives previously agreed.

RESOLVED: That the draft action plan and actions agreed within it be agreed.

(NC)

#### FG41 NORTH DEVON RECORD OFFICE AND LOCAL STUDIES CENTRE

The Clerk introduced a proposal received from Devon County Council and the SW Heritage Trust for the future management of the Record Office. This would require £30,000 per annum in funding from other stakeholders. In the short term, funding of £10,000 was needed to keep the facility running from the end of October 2015 to the end of March 2016.

Members considered the contractual implications of this matter, and

RESOLVED: That the following items be taken in the absence of the press and public in accordance with the Public Bodies (Admission to

Meetings Act) 1960 as the items contained exempt information as defined by S.O. 81(d).

(NC)

Members discussed certain financial matters and then

RESOLVED: That the press and public be re-admitted to the meeting.

(NC)

RESOLVED: That the Town Council provides up to £10,000 to support the ongoing running of North Devon Record Office and Local Studies Centre up to April 2016, to be reduced by any funding raised from other sources, and subject to negotiation by the Chairman of Finance and General Purposes Committee and the Town Clerk.

(NC)

FG42      MEDIA POLICY

The Clerk introduced a draft Media Policy recommended by the Corporate Governance Working Party that had been circulated with the agenda. With the agreement of the Chairman, he also reported comments on the draft policy submitted by email by Cllr M Chamings.

RESOLVED: That the draft Media Policy be agreed as Council policy.

(NC)

FG43      COMMITTEE BUDGET 2016/17

The Clerk introduced a first rough draft of the committee budget for 2016/17. This included provision for possible new initiatives such as contributions towards ND Record Office, Christmas lights and Barnstaple Fair Exhibition, and creation of earmarked reserves for property matters. It also allowed for additional staffing costs arising from Council objectives, and an increase in the amount allocated for councillor allowances. Based on these initial workings, the precept requirement for the committee could increase by over 20%

Councillors considered the draft and

RESOLVED: That the first draft of the committee budget be noted.

(NC)

Meeting closed at 8.17pm.

Chairman.

Signed .....

Dated .....