

BARNSTAPLE TOWN COUNCIL

MINUTES of FINANCE & GENERAL PURPOSES COMMITTEE MEETING held on 23RD NOVEMBER 2015 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, J Phillips, Ms N Haywood, M Kennaugh, and I Williams.

Also in attendance: W Austin (Town Clerk).

FG44 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs I Roome, Mrs J Hunt, J Carter and G Langford.

The Town Clerk undertook to check the status of Cllr Mrs J Wilsher's apologies and report these to the next meeting if necessary.

FG45 DECLARATIONS OF INTEREST AND DISPENSATIONS RECEIVED

Cllrs Mrs S Haywood, 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.

Cllrs Mrs S Haywood 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 51586, as a relative of the payee.

FG46 MINUTES OF THE MEETING HELD ON 19TH OCTOBER 2015

RESOLVED: That the minutes of the meeting held on 19th October 2015 be approved as a correct record and signed by the Chairman.

(7, 3abs)

FG47 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 as noted in minute FG45.

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)

RESOLVED: That the Town Clerk should provide a clarification of the description of transaction 51359 by email. (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)

FG48 CORPORATE GOVERNANCE WORKING PARTY

The Town Clerk gave a verbal summary of the notes of the Corporate Governance Working Party meeting held on 23rd November 2015, 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 23rd November 2015 be received, and the recommendations therein be approved. (NC)

FG49 2016/17 BUDGET ESTIMATES

The Clerk reported that the review of staffing agreed by Staff Committee on 17th November would have a significant impact on the

2016/17 budget, and that this impact had not yet been fully incorporated into the budget estimates. Following a discussion with the Chairman, the Clerk suggested that members might therefore consider deferring this item to a further meeting, with the estimates to be circulated in advance.

RESOLVED: That this item be deferred to a meeting of the Committee to be held on 7th December 2015. (NC)

FG50 INTERNAL AUDIT – INTERIM REPORT

The Clerk introduced the interim report of the Internal Auditor which had been circulated prior to the commencement of the meeting. The report contained a number of minor issues, including a recommendation that the Council consider spreading its bank balances across a number of banks to limit the impact of a bank failure.

RESOLVED: That the report of the Internal Auditor and the recommendations therein be received and noted. (NC)

RESOLVED: That the Clerk should investigate options for spreading the Council's bank balances, to include investment with Building Societies and CCLA, and report back to the Committee. (NC)

Meeting closed at 7.45pm.

Chairman.

Signed

Dated

Notes of Corporate Governance Working Party held on 23 November 2015 at 6.30pm in the Guildhall, Butchers Row, Barnstaple.

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

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr I Roome.

DECLARATIONS OF INTEREST

No declarations of interest were made.

NOTES OF MEETING HELD ON 28TH SEPTEMBER 2015

RESOLVED: That the notes of the meeting held on 28th September 2015 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:

- Disclosure Security Policy
- Equal Opportunities Statement
- Protection of Children Policy
- Protection of Vulnerable Adults Policy
- Training Strategy
- Whistleblowing Policy

Members considered each document in turn, and

RECOMMENDED: That subject to replacement of the names 'Criminal Records Bureau' and 'CRB' being replaced by 'Disclosure and Barring Service' and 'DBS' respectively, the Disclosure Security Policy be agreed and adopted.

(NC)

RECOMMENDED: That subject to replacement of the third bullet point with the statement 'Breaches or complaints in respect of our equal opportunities policy may be regarded as misconduct and could lead to disciplinary proceedings, or dealt with under the Council's Complaints Procedure, as appropriate', the Equal Opportunities Statement be agreed and adopted.

(NC)

RECOMMENDED: That subject to clarification of the differences in the definitions of abuse, the Protection of Children Policy and Protection of Vulnerable Adults Policy be agreed and adopted without amendment.

(NC)

RECOMMENDED: That the Training Strategy be agreed and adopted without amendment.

(NC)

RECOMMENDED: That the Whistleblowing Policy be agreed and adopted without amendment.

(NC)

Meeting closed at 6.54pm.

Chairman.

Signed.....

Dated.....