

BARNSTAPLE TOWN COUNCIL

MINUTES of FULL COUNCIL Meeting held on 18TH MAY 2015 at 7.00pm in the GUILDHALL, BUTCHERS ROW BARNSTAPLE.

Present: Cllr Mrs V Elkins took the Chair.

Cllrs: Mrs V Monk, F Vernon, A Windsor, Mrs S Haywood, I Roome, Mrs J Hunt (Deputy Mayor), C Haywood, J Phillips, Mrs E Davies, J Carter, Mrs J Wilsher, M Chamings, Ms T Haywood, F Jefferies, M Kennaugh, C Perkins-Beard, I Williams, G Langford, A Rennles, Miss M Lovering, and Mrs A Dawson.

TC01 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs S Upcott and L Dawson.

The attendance register recorded that Cllrs Mrs S Haywood, I Roome, and Mrs J Hunt, as members of North Devon Council, declared dispensations under S.O. 66 to discuss and vote on any item on the agenda unless the item refers to a financial or legal agreement or dispute between the two authorities.

TC02 DECLARATIONS OF ACCEPTANCE OF OFFICE

Declarations of Acceptance of Office were received from Cllrs Mrs V Elkins, S Upcott, Mrs V Monk, F Vernon, A Windsor, Mrs S Haywood, I Roome, Mrs J Hunt, C Haywood, J Phillips, Mrs E Davies, J Carter, Mrs J Wilsher, M Chamings, Ms T Haywood, F Jefferies, M Kennaugh, C Perkins-Beard, I Williams, G Langford, L Dawson, A Rennles, Miss M Lovering, and Mrs A Dawson.

RESOLVED: That the Declarations of Acceptance of Office for all Town Councillors be received.

(NC)

TC03 ELECTION OF CHAIRMAN OF COUNCIL AND MAYOR FOR THE MUNICIPAL YEAR 2015/16

Cllr Mrs E Davies proposed, seconded by Cllr A Windsor, that Cllr Mrs V Elkins be elected. There being no other nominations it was

RESOLVED: That Cllr Mrs V Elkins be elected Chairman of Council and Mayor for the Municipal Year 2015/16.

(NC)

TC04 DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Mrs Elkins signed her Declaration of Acceptance of Office as Chairman and Mayor and it was

RESOLVED: That the Chairman's Declaration of Acceptance of Office be received.

(NC)

TC05 ELECTION OF VICE-CHAIRMAN OF COUNCIL AND DEPUTY MAYOR FOR THE MUNICIPAL YEAR 2015/16

Cllr Mrs S Haywood proposed, seconded by Cllr I Roome, that Cllr Mrs J Hunt be elected. There being no other nominations it was

RESOLVED: That Cllr Mrs J Hunt be elected Vice-Chairman of Council and Deputy Mayor for the Municipal Year 2015/16.

(NC)

TC06 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

The following nominations for appointment of representatives to outside bodies were proposed and seconded:

Body	Nomination
Newport Charity	All Newport Ward Town Councillors
Barnstaple Municipal Charities	Cllr J Phillips
Pilton United Charities	Cllrs F Vernon and Mrs V Elkins
Bridge Trust	Cllr Mrs E Davies – renewed nomination for four years from June 2015. All other representatives to remain until the end of their prescribed term.
North Devon Athenaeum	Cllr J Phillips
Whiddon Valley Community Association	Chairman of Finance & General Purposes Committee
DALC	Cllr I Roome
Cruse Bereavement	Cllr Mrs J Hunt
North Devon Archaeological Society	Cllrs C Haywood and M Chamings
Taw and Torridge Estuary Forum	Cllrs A Rennles and F Jefferies
North Devon Rail Users Group	Cllr A Rennles
Tarka Line Working Party	Cllr I Williams
Barnstaple Town Centre Management	Cllr I Roome
Davie Trust	Cllrs A Windsor and Mrs V Elkins
North Devon Voluntary Service	Cllr I Williams
Pilton House	Cllrs Miss M Lovering and I Roome

RESOLVED: That the representatives to outside bodies be agreed as proposed.

(NC)

TC07 APPOINTMENT OF STANDING COMMITTEES OF TOWN COUNCIL

RESOLVED: That councillors be appointed to standing committees of the Town Council as follows:

a) Finance and General Purposes Committee: Cllrs S Upcott, Mrs V Monk, Mrs V Elkins (Mayor Ex Officio), F Vernon, A Windsor, Mrs S Haywood, I Roome, Mrs J Hunt (Deputy Mayor Ex Officio), J Phillips, J Carter, Mrs J Wilsher, Ms N Haywood, M Kennaugh, I Williams and G Langford. (15)

(NC)

b) Properties Committee: Cllrs S Upcott, Mrs V Monk, Mrs V Elkins (Mayor Ex Officio), F Vernon, Mrs S Haywood, I Roome, Mrs J Hunt (Deputy Mayor Ex Officio), J Carter, Mrs J Wilsher. (9)

(NC)

c) Heritage Centre Committee: Mrs V Elkins (Mayor Ex Officio), F Vernon, I Roome, Mrs J Hunt (Deputy Mayor Ex Officio), C Haywood, Mrs E Davies, M Chamings, Ms N Haywood, F Jefferies, I Williams, G Langford, A Rennles, Miss M Lovering and Mrs A Dawson. (14)

(NC)

d) Environment Committee: Mrs V Elkins (Mayor Ex Officio), A Windsor, I Roome, Mrs J Hunt (Deputy Mayor Ex Officio), J Phillips, Mrs E Davies, M Chamings, F Jefferies, I Williams, Miss M Lovering and Mrs A Dawson. (11)

(NC)

e) Planning & Transportation Committee: Cllrs S Upcott, Mrs V Elkins (Mayor Ex Officio) F Vernon, Mrs J Hunt (Deputy Mayor Ex Officio), C Haywood, M Kennaugh, C Perkins-Beard, A Rennles and Mrs A Dawson. (9)

(NC)

f) Staff Committee: Cllrs Mrs V Monk, Mrs V Elkins (Mayor Ex Officio), A Windsor, Mrs S Haywood, I Roome (Lead of Major Political Group Ex Officio) and Mrs E Davies. (6)

(NC)

g) Rock Park Trust: Cllrs S Upcott, Mrs V Elkins (Mayor Ex Officio), Mrs J Hunt (Deputy Mayor Ex Officio), Mrs E Davies, M Kennaugh, I Williams, G Langford and Mrs A Dawson. (9)

(NC)

TC08 MINUTES OF THE MEETING HELD ON 13TH APRIL 2015

RESOLVED: That the minutes of the meeting held on 13th April 2015 be approved as a correct record and signed by the Chairman.

(11, 11abs)

TC09 REPORT FROM DEVON AND CORNWALL CONSTABULARY.

Sgt Ewan Seear reported the following summary of crime statistics:

Offence	Year to 31/3/15 compared with previous year	28 day comparison with previous year
Violence with injury	Down 7.7%	Down 25%
Violence without injury	Up 4.7%	Up 3.8%
Burglary dwelling	Down 15.3%	Down 44%
Burglary non-dwelling	Down 14.4%	Up 63.6%
Vehicle offences	Up 55.5%	Up 192.9%
Shoplifting	Up 2%	Down 25%
Criminal damage	Up 8.4%	Up 10%
Other theft	Down 9.8%	Up 39.1%

Sgt Seear further reported that the custody centre had reopened and was operating as normal, and that a new Force mission had an increased focus on victims. This would mean prioritising resources in this area, which could impact on other activities.

RESOLVED: That the Police report be received and noted.

(NC)

TC10 REPORT FROM DEVON COUNTY COUNCILLORS.

Cllr Mathews reported that:

- An OFSTED report into DCC Children's Services had rated the service as "requires improvement", which was better than the previous rating of "poor".
- Red marking on trees on the Tarka Trail behind Clinton Road indicated that the trees were to be felled.
- The steps on Woodland Close were to be painted white.

Cllr Chamings asked how many trees were to be felled. Cllr Mathews said two were dangerous and would be felled.

Cllr Greenslade reported that:

- There had been few meetings due to the elections.
- He expected severe cuts at the County Council following the election results.
- He had some hope of resolving the issue of charging the Town Council for disposal of green waste.

He also congratulated Town Councillors on their election.

RESOLVED: That the reports be received and noted.

(NC)

TC11 REPORT FROM NORTH DEVON DISTRICT COUNCILLORS

Cllr Greenslade reported that:

- The Civic Centre was emptying quickly and vacation by the District Council should be completed shortly.
- The County Council had applied for planning permission for a change of use at the Library to accommodate County Council staff.

Cllr Chamings declared an interest in the issue of the Library as an employee, and would speak but not vote on any issue arising from the discussion. He said that the District and Town Councils had opposed the planning application and asked if there was a 'plan B'. Cllr Greenslade said that the decision lay with the County Council and that he was not aware of any alternative plans. Cllr Jefferies asked whether the Library would remain. Cllr Greenslade said it would. Cllr Chamings said that the Library would reduce from three floors to two.

Cllr Mrs Haywood asked whether there had been any progress in relation to the retention of Barnstaple's charter scrolls in the town. The Town Clerk reported that there was no further news on this matter. Cllr C Haywood said that the Rotary Link Club had offered to help with costs.

RESOLVED: That the report be received and noted.

(NC)

TC12 REPORTS OF COUNCIL COMMITTEES.

Finance & General Purposes Committee of 8th April 2015

RESOLVED: That the report of the Finance & General Purposes Committee of 8th April 2015 and the resolutions contained therein be received and adopted.

(NC)

Planning & Transportation Committee of 16th April 2015

RESOLVED: That the report of the Planning & Transportation Committee of 16th April 2015 and the resolutions contained therein be received and adopted.

(NC)

Environment Committee of 20th April 2015

RESOLVED: That the report of the Environment Committee of 20th April 2015 and the resolutions contained therein be received and adopted.

(NC)

Planning & Transportation Committee of 30th April 2015

RESOLVED: That the report of the Planning & Transportation Committee of 30th April 2015 and the resolutions contained therein be received and adopted.

(NC)

TC13 ROCK PARK TRUST MINUTES.

RESOLVED: That the minutes of the Rock Park Trust Management Committee meeting held on 8th April 2015 be received and noted.

(NC)

TC14 YOUTH COUNCIL MINUTES.

RESOLVED: That the minutes of the Youth Council meetings held on 3rd February 2015 and 5th May 2015 be received and noted.

(NC)

TC15 TOWN COUNCIL BANKERS.

RESOLVED: That NatWest be confirmed at Town Council bankers for the coming year.

(NC)

TC16 GENERAL POWER OF COMPETENCE.

RESOLVED: That Barnstaple Town Council meets the eligibility criteria for the exercise of the General Power of Competence.

(NC)

TC17 COMMITTEE DELEGATIONS.

Councillors considered draft revised committee delegations that had been circulated with the agenda. There was some discussion regarding the remaining remit of the Properties Committee should the Allotments Sub-Committee remit move to the Environment Committee as drafted. Cllr Roome proposed that the Properties Committee be

dissolved and its work incorporated into that of the Finance & General Purposes Committee, and that the remaining remits be accepted. The revised remits taking account of these proposals are as shown at Appendix 1 to these minutes.

RESOLVED: That the Properties Committee be dissolved and its work incorporated into that of the Finance & General Purposes Committee.
(NC)

RESOLVED: That the remaining draft committee delegations be accepted as drafted.
(NC)

TC18 EARMARKED RESERVES 2014/15.

End of year earmarked reserves were tabled as shown at Appendix 2 to these minutes.

RESOLVED: That the earmarked reserves for 2014/15 be approved.
(18, 4abs)

TC19 ANNUAL ACCOUNTS AND AUDIT RETURN.

The Annual Accounts and Annual Return for audit were circulated to members prior to the meeting. The Town Clerk explained their contents.

RESOLVED:

- a) That Section 2 item 1 of the Annual Return had been satisfied and could be completed accordingly;
- b) That Section 2 item 2 of the Annual Return had been satisfied and could be completed accordingly;
- c) That Section 2 item 3 of the Annual Return had been satisfied and could be completed accordingly;
- d) That Section 2 item 4 of the Annual Return had been satisfied and could be completed accordingly;
- e) That Section 2 item 5 of the Annual Return had been satisfied and could be completed accordingly;
- f) That Section 2 item 6 of the Annual Return had been satisfied and could be completed accordingly;
- g) That Section 2 item 7 of the Annual Return had been satisfied and could be completed accordingly;
- h) That Section 2 item 8 of the Annual Return had been satisfied and could be completed accordingly;
- i) That Section 2 item 9 of the Annual Return had been satisfied and could be completed accordingly;
- j) That the accounts for audit, including Total Balances and Reserves at the end of the year of £389,156 be approved; and
- k) That the Mayor be authorised to sign the Annual Return on behalf of the Town Council.

(NC)

TC19 PART 2.

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(f and h).

(NC)

TC20 CODE OF CONDUCT.

RESOLVED: That the report of the Monitoring Officer be received and noted.

(NC)

Meeting closed at 9.10pm.

Chairman.

Signed:

Dated:

COMMITTEE REMITS

Planning and Transportation	<ul style="list-style-type: none"> • All planning matters, Development Control, Enforcement, Highways, Transport, Tree Preservation Orders
Heritage, Culture & Community	<ul style="list-style-type: none"> • All matters relating to the management, development and use of the Heritage Centre, St Anne's Arts and Community Centre and the Guildhall • Maintaining and promoting the heritage and culture of Barnstaple • Community engagement and links with community organisations – except where this is specific to a project or initiative that falls under another committee remit
Environment	<ul style="list-style-type: none"> • Footpaths, watercourse, Litter bins and other environmental issues • Healthy living and associated well-being matters • Public realm, including seats and benches • Tidy Up Our Town, including sponsorship and maintenance of green and planted areas • Floral displays, including High Street and the maintenance of Taw Garages roundabout • Management of allotments • Maintenance of The Square
Staff	<ul style="list-style-type: none"> • Recruitment and retention of staff • Training • Conditions of service including remuneration and pensions • Disciplinary and Grievance matters • Health and Safety of staff
Finance & General Purposes	<ul style="list-style-type: none"> • Administration, Democracy and Corporate Governance • Budget monitoring, approval of payments, authorisation of expenditure beyond Committee budgets, recommendation of annual Precept • Ceremonial, Civic and special events. • All matters relating to annual Fair • Award of annual community grants • Insurance • Link to DALC and NALC • Maintenance, management and insurance of Town Council properties • Provision of Notice Boards • Any matter not falling within the remit of other committees

- Each Committee has delegated powers to act within its area of operation
- Each Committee is empowered to incur expenditure within the approved estimates for its area of operation
- Each Committee is responsible for Health and Safety matters within its area of operations

Barnstaple Town Council							
Earmarked Reserves Year End 2015							
			YE 13-14	Adjust in year	Balance mth 12	YE adjust	YE 14-15
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 & subscription	0		0	0	0
5561	1	Special Events	2000		2000	-2000	0
5621	1	Fairground preparation	3000		3000	-1500	1500
9024	1	Postage	0		0	0	0
9025	1	IT Support	2500		2500	1500	4000
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	1750
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	2200
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	5400
5521	5	Square Maintenance	4000		4000	1400	5400
5563	5	Litter bins	2750		2750	675	3425
5564	5	Green Audit	750		750	0	750
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
			117250	0	117250	-30240	87010
		War Memorial (now in Rock Park)	1000	0	1000	0	1000
			118250	0	118250	-30240	88010