

**BARTON-UPON-HUMBER TOWN COUNCIL
MINUTES OF A FINANCE & GENERAL PURPOSES COMMITTEE MEETING
held on MONDAY 10 APRIL 2017 at 7.00 p.m. in
THE ASSEMBLY ROOMS, QUEEN STREET, BARTON-UPON-HUMBER**

Present Councillor K Vickers (Chairman)
Councillors Mr J Oxley, C Ulliott, J P Vickers, Mrs W Witter and D Yellowley

Also Present Councillors F Coulseley and J Sanderson, and Ms S Richards (Town Clerk)

326. **Apologies for Absence**

Councillor Mrs J Mason (on holiday)

327. **Declarations of Interest**

Bowmandale Primary School – Councillor J P Vickers (Personal Interest)

328. **Minutes of Meeting held on the 16 January 2017**

It was noted that these minutes had been signed as a correct record, for action as necessary, at a meeting of the town council held on 1 February 2017.

329. **Matters Arising**

(a) **The Assembly Rooms** (*Min Ref: 237(b)/97 – F&GP 16/01/17*)

The Clerk reported that the structural survey and valuation reports had been received and the contents were noted. Discussion took place, whereby it was agreed and

Resolved that a meeting to take place with the building leaseholder after the Annual Meeting of the town council with the Finance & General Purposes Committee. To be confirmed and arranged.

All Members present agreed to bring the following agenda item forward for discussion.

330. **Insurance for Event Volunteers** (*Min Ref: 292/120 – BTC 01/03/17*)

This matter was considered and discussed, notably about the recent “Great British Spring Clean” event. Whilst the event attracted several volunteers, it would appear the majority were either town councillors or representatives of local groups/organisations. As such all of these people were already covered by their respective group insurance policy. The merits of various insurance aspects were looked into, following the Clerk seeking advice from the town council’s insurers, ERNLLCA and also other local town and parish councils. It was agreed and

Resolved this matter kept under review on an ad-hoc basis for any future events to be held.

331. **Requests for Financial Assistance**

Members considered the following received requests for financial support:

(a) **Barton Town Cricket Club** – Purchase of Nets etc (*Min Ref: 107(6)(iv)/43 – BTC 07/09/16*)

Consideration and discussion took place regarding this request. It was agreed and

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Resolved that the applicant supply the town council with more up-to-date information regarding the current position of outstanding external grant application funding towards the project. To be further considered by the town council when the information has been received.

(b) **Barton & District Athletics Club** – Purchase of Equipment (*Min Ref: 107(10(v)/43 – BTC 07/09/16*)

Consideration was given to the application and also the recent correspondence received from the club. It was agreed and

Resolved that the applicant be contacted and sent a new town grant scheme application form for submission to the town council in due course.

(c) **Bowmandale Primary School** – Newlands Outdoor Residential Visit 2017

Consideration and discussion took place regarding the merits of this request. It was agreed and

Resolved that the council in accordance with the powers under section 137 of the Local Government Act 1972, should incur the following expenditure, which, in the opinion of the council, is in the interests of the area and/or some of its inhabitants and will benefit them in a manner commensurate with the expenditure of £200 funding towards a residential school visit to Newlands Outdoor Centre. Donation to be taken from the town council's 2017/2018 Community budget 'Donations/Grants (s.137)' in the sum of £150 and £50 taken from the town council's reserves.

(d) **The Salvation Army** – Community Allotment & Children's Play Area

Consideration and discussion was given to this application, in particular the two separate aspects of the request. It was agreed and

Resolved that the Clerk contact the applicant for more information. Detail is required for the community allotment and then the children's play area separately, i.e. how much funding is required for each part of the project. Once received, the town council to review the application again.

(e) **The Barton Living Memorial Trust** – 'Tin Tommy' Unveiling Ceremony & Reception

Consideration was given to the application and much discussion ensued. Everyone wished to congratulate the group on their hard work and achievement in what they have managed to undertake and provide for the town, in memory of those lost fighting in honour of their country and the recognition so well deserved. It was also noted that the town council had previously given support to the group in the past. This included a letter of support for the 100 year anniversary of the Battle of Loos and the 'Tin Tommy' projects. Bulb planting and labour surrounding the memorial area, £57 towards the oak tree purchase in memory of the Great War 1914-18 and £300 for the catering at the remembrance event held. In light of this, and to be fair to other groups and projects in the town, on this occasion, it was agreed and

Resolved that whilst the town council fully support the 'Tin Tommy' unveiling ceremony, on this occasion it could not support the cost of the catering for a reception afterwards.

332. **The Following Issues Were Considered:**

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(a) **Review of the Town Council's Insurance**

The town council's insurance policy was reviewed and an amendment made regarding the recent re-valuation of the town council owned building, The Assembly Rooms.

Resolved this be noted.

(b) **Town Grant Scheme 2017/2018** – Application Form and Guidelines

Review and assessment of the existing application form and guidelines was discussed. This system is used universally throughout town and parish councils to adopt, making the basic requirements for applications a system with equal set criteria for everyone. The form to be up-dated omitting the town council's former fax number shown. In light of this, it was agreed and

Resolved that when outside organisations apply to the town council for financial assistance, they are sent a copy of the 'Town Grant Scheme 2017/2018 Application Form' and 'Guidelines for Applicants'.

(c) **Town Council Inventory List**

The town council's inventory list was reviewed, with obsolete equipment deleted and equipment recently purchased added.

Resolved this be noted.

(d) **The Town Council's Internal/External Audit for 2016/2017**

The Clerk gave report of the financial year-end internal/external audit procedures currently being undertaken. The accounts and finances for the town council balance and guidelines adhered to.

Resolved this be noted.

(e) **Approval of the Annual Governance Statement 2016/2017**

Members present perused the Town Council's Annual Governance Statement for 2016/2017, agreeing to the content, in line with current audit requirements.

Resolved the Committee Chairman and the Town Clerk/RFO to sign the document for approval.

(f) **2016/2017 Budget – Quarterly Summary of Income/ Expenditure**

A summary of the income and expenditure of the town council was circulated to Members, relating to the last quarter (January to March 2017). The Clerk commented this was the last quarter of the last financial year. It was subject to amendment for the financial year overall, due to payments made in April 2017 for expenditure incurred during 2016/2017 being written back. The majority of expenditure for the year was within budget. At the 2016/2017 year-end there will be some financial savings made due to careful expenditure and budget control by the town council.

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(g) The Town Council's Standing Orders

The Clerk to present the draft up-dated Standing Orders at the next Finance & General Purposes Committee meeting. These are based upon the latest national 2016 template for town/parish council's, tailor made to the town council's requirements. Assessment and authorisation by ERNLLCA for the content will be made prior to presentation to the town council to ensure they adhere to legislation applicable.

Resolved this be noted.

The Chairman, Councillor K Vickers, closed the meeting at 7.50 p.m.

..... Chairman 3 May 2017