

**BARTON-UPON-HUMBER TOWN COUNCIL**  
**MINUTES OF A FINANCE & GENERAL PURPOSES COMMITTEE MEETING**  
**held on MONDAY 16 JANUARY 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 N Pinchbeck and A Todd. Mr N Turner and Mrs S Turner (CHAMP Ltd), Mrs C Clark (Deputy Town Clerk) and Ms S Richards (Town Clerk)

Prior to the meeting commencing, Mr N Turner, representing CHAMP Ltd, spoke to the committee about the Development Trust Project. They both then left the meeting.

233. **Apologies for Absence**

Councillor Mrs J Mason

234. **Declarations of Interest**

Barton Bike Night, Barton Civic Society, Barton Lions and Barton Senior Alliance – Councillor Mr J Oxley (Personal Interest)

Barton Bike Night – Councillor A Todd (Personal Interest)

Barton Regeneration Group, Barton Tourism Group, CHAMP Ltd and Friends of Baysgarth Park Group – Councillor J P Vickers (Personal Interest)

Friends of Baysgarth Park Group – Councillor K Vickers (Personal Interest)

Barton Senior Alliance – Councillor Mrs W Witter (Personal Interest)

Friends of Baysgarth Park Group – Councillor D Yellowley (Personal Interest)

235. **Minutes of Meeting held on the 17 October 2016**

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 2 November 2016.

236. **Matters Arising**

(a) **Maintenance Issues at The Assembly Rooms** (*Min Ref: 146(i)/59 – F&GP 17/10/16*)

It was reported that the pointing work to the end wall of The Assembly Rooms had been undertaken and completed satisfactorily.

(b) **The Town Council's Internal Audit 2016/2017** (*Min Ref: 148(a)/60 – F&GP 17/10/16*)

The Clerk stated the half yearly internal audit had been undertaken during November 2016. In summation of this, the Auditor reported that “the accounts and governance arrangements of the council continue to be maintained to a very high standard”.

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

(a) **Humber Bank Public Seats** (*Min Ref: 162(3)(4)(5)(ii)/66 – BTC 02/11/16*)

An up-to-date report was given regarding this matter, with the seats currently being made and located.

**Resolved** that this be noted.

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(b) **The Assembly Rooms** (*Min Ref: 202/85 – BTC 07/12/16*)

Discussion took place regarding several aspects of the building, with consideration given to the leaseholders, budget provision, maintenance, community usage and improvements made. It was agreed and

**Resolved** the town council contact the consultants who undertook a survey report of the building in 2005, with a view to requesting an up-dated structural survey. Once this has been undertaken and received, it will be further discussed by the committee. The cost of the survey to be taken from the town council's reserves.

(c) **Review of the Duties & Role of The Town Mayor** (*Min Ref: 103(a)(b)(c)(d)-F&GP 09/07/12*)

This matter was discussed with a view to reviewing the practices and procedures of the role, in line with current requirements. It was agreed:

(1) **The Duties & Role of The Town Mayor**

Following discussion, regarding expectations of the mayoral role, it was agreed and

**Resolved** the mayoral role of the town council to include the following:

- (i) To chair meetings of the Town Council;
- (ii) To chair the Annual Town Meeting;
- (iii) To chair the Annual Meeting;
- (iv) To hold an Annual Civic Service;
- (v) To represent the people of Barton-upon-Humber on occasions like the Remembrance Day Parade and Service and when high profile visitors visit the town;
- (vi) To represent Barton-upon-Humber at other local Town/Parish Civic Services;
- (vii) To represent the Town Council in the town/outside the town, at relevant functions/events;
- (viii) To speak on behalf of the Town Council as and when required;
- (ix) To be aware of the Town Council's role and business it undertakes to function;
- (x) To be an advocate for Barton-upon-Humber and encourage visitors into the town to promote tourism and business;
- (xi) To host an annual presentation event;
- (xii) To support events and activities within the town.

(2) **Mayoral Term of Office**

It was agreed and

**Resolved** that the term of office for the Town Mayor and Deputy Town Mayor shall be for one year. This can only be extended to two years under extra-ordinary circumstances, and, if the town council agree at the time it is appropriate to do so.

(3) **Nomination & Election of The Town Mayor & Deputy Town Mayor**

Following discussion, it was agreed and

**Resolved**

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(ii) in January of each year, the town council office to notify all members that nominations for the next mayoral year will be considered at the February ordinary meeting of the town council. Any member wishing to be considered for the position of Town Mayor or Deputy Town Mayor, to forward a letter of interest to the town council office before the meeting is held. Nominations received will be considered by members at the February meeting, whereby each candidate will be required to speak and give a short appraisal of him/herself. The election of the two roles to take place at the annual meeting held in May;

(iii) an agenda item at the February ordinary meeting of the council each year to be placed to consider the Town Mayor and Deputy Town Mayor nominations; received for the forthcoming civic year;

(iv) appointment of the Town Mayor and Deputy Town Mayor will be undertaken at the annual meeting of the town council held during May of each year;

(v) as guidance, under normal circumstances, any Mayor elected would not expect to be considered for nomination to the position again, for a four year period thereafter.

**(4) Mayoral Allowance**

It was agreed and

**Resolved:**

(i) the mayoral allowance is not to be paid as a lump sum directly to the Mayor;

(ii) the mayoral account to be incorporated in a separate budget line within the main town council budget and administered by the town council office;

(iii) the town council office to draft a suitable expenditure form, to enable the Mayor to submit this on a monthly basis to the council office for reimbursement;

(iv) the Mayor to submit his/her expenses for each month, by submitting an expenditure form together with any receipts obtained, to the town council office. The Mayor to be reimbursed for the expenses after the next ordinary meeting of the town council;

(v) the amount of the mayoral allowance to be determined and agreed at the Finance and General Purposes Committee budget meeting to be held in January each year.

**(d) Audit Provision of the Town Council**

The Clerk gave report of the notification from the SAAA announcement of appointed auditors by county area 2017/18 – 2021/22. For the financial year 2016/17 there are no changes to the existing audit arrangements for the town council.

**Resolved** this be noted.

**(e) Update of the Risk Assessment**

The Clerk stated that the town council's risk assessment had been updated and reviewed. A copy was presented at the meeting.

**Resolved** that following review of the town council risk assessment the new 2017 version be adopted.

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

The Clerk commented that the quarterly summary for October to December 2016 was within most budget line allocations and that income/expenditure levels were mainly in line with those planned for the current year.

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**(g) 2017/2018 Budget/Precept**

Members were presented with copies of the town council draft 2017/2018 budget, precept, grant, earmarked reserves and a comparison table of previous year's precept/grant/council tax for perusal and comment. Incorporated into the draft budget are the budget proposals from the Environment Committee meeting held on 21 November 2016 and the Community Committee meeting held on 12 December 2016. Both of these were agreed at the town council meetings held 1 December 2016 and 4 January 2017 respectively.

Discussion took place regarding the budget proposals. It was noted that the grant element of the precept would be forthcoming from North Lincolnshire Council for 2017/2018. However, the town council had to be mindful this is gradually being phased out. The earmarked reserves and general reserves were reported to be in permitted levels, with some savings anticipated in the current financial year. The draft budget was based upon the format adopted by the town council for the last two financial years.

Members discussed and debated the 2017/2018 proposals, to put forward to the next extra-ordinary meeting of the town council to be held on Monday 23 January 2017. The result of the proposals, is that the town council request total funding (precept + grant) of £165,765. This comprises of precept £151,037 and a grant of £14,728. Due to an increase in the council tax base of 3407.11, this will result in a Band D property council charge of £44.33. This figure has been maintained by the town council for the last three years (Appendix I and II appended to these minutes refers to the budget detail)

It was agreed and

**Resolved**

- (i) the contract for provision of reindeer, handlers and sleigh at the Christmas Festival to be renewed in the sum of £2,000 (this has been budgeted for in the Community Committee budget for 'Parade Attraction'). Other contractors have been investigated but were found to be more expensive with a limited market for this type of work;
- (ii) the contract for the Christmas lighting display in the town to be accepted in the sum of £7,225 per year from Christmas Plus. Two other contractors were invited to quote for the contract but declined due to pressure of work or not having the technical expertise to undertake the contract requirements. This has been budgeted for in the Community Committee budget for 'Christmas Lights Contract';
- (iii) the sum of £4,000 be placed in earmarked reserves as provisional funding for 'Parish Elections';
- (iv) the sum of £20,000 be placed in earmarked reserves as provisional funding for 'Repairs/Decoration' to The Assembly Rooms;
- (v) that the 2017/2018 proposals to be checked, presented and approved at the next ordinary meeting of the town council to be held on Monday 23 January 2017, to allow the Clerk to levy the precept and grant funding from North Lincolnshire Council in the sum of £165,765;

The Chairman, Councillor K Vickers, closed the meeting at 8.08 p.m.

..... Chairman                      23 January 2017