

**BARTON-UPON-HUMBER TOWN COUNCIL
MINUTES OF A FINANCE & GENERAL PURPOSES COMMITTEE MEETING
held on MONDAY 15 APRIL 2019 at 7.00 p.m. in
THE ASSEMBLY ROOMS, QUEEN STREET, BARTON-UPON-HUMBER**

Present Councillor K Vickers (Chairman)
Councillors F Coulsey, Mrs J Oxley, Mr J Oxley, J Sanderson and Mrs W Witter

Also Present Ms S Richards (Town Clerk)

336. **Apologies for Absence**

Councillor J P Vickers

337. (a) **Declarations of Interest**

None declared

(b) **Applications by Members for Dispensations Previously Submitted**

None declared

338. **Minutes of Meeting held on the 14 January 2019**

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 6 February 2019.

339. **Matters Arising**

(a) **The Town Council's Banking Arrangements** (*Min Ref: 246(a)/107-F&GP 14/01/19*)

The Clerk gave report regarding transferring the town council's bank accounts over the last seven months. Both accounts were due to be transferred from one bank to the other at the same time in January. However, due to internal issues at both banks, this did not happen. It caused immense problems in the town council office and took an inordinate amount of officer time to rectify. The Clerk has been unable to finalise and complete the March accounts and year end, as both banks are 'drip feeding' the bank statements which are required to check and balance the town council's finances. This has been further hampered as the town council office has been cut off from the on-line banking service of both banks. To date, both accounts are up and running as from 10 days ago, with the Mayoral Appeal account yet to be transferred.

Resolved that this be noted

(b) **Maintenance Issues at The Assembly Rooms** (*Min Ref: 247(b)(i)(ii)(iii)/107-F&GP 14/01/19*)

The Clerk confirmed that no further information, quotations and costs have been received from CHAMP Ltd. However, the damp proof survey, already paid for by the town council was undertaken on 26 March 2019. Quotations for noticeboards is still outstanding, as specific materials of the boards are required on a listed building in a conservation area. A contractor is currently looking into the matter of a new mayoral board in The Assembly Hall.

Mr & Mrs N Turner of CHAMP Ltd entered the meeting room.

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The Chairman, Councillor K Vickers, asked Mr Turner if he was in receipt of the damp proof survey of The Assembly Rooms and if there was any progress in this matter. Mr Turner stated he had not yet received the damp proof survey from the contractor.

Mr & Mrs N Turner left the meeting room.

Resolved the damp proof survey of The Assembly Rooms is awaited, whereby the town council request a copy once CHAMP Ltd have received it.

340. **The Following Financial Requests Were Considered:**

(a) **St Mary's Bellringers – Repairs to Church Bells** (Min Ref: 329(9)(iii)/BTC 03/04/19)

Perusal of this application was undertaken, together with advice sought from the Local Councils Association/NALC. It was acknowledged that the town council are not empowered to financially support the structure and fabric of a church, of which the remit of the bells fall under. Neither is it allowed to use the section 137 payment in this instance. However, it does have empowerment to support the costs of the town clock located in the church and owned by the town council. It was agreed and

Resolved the Clerk write to the applicant explaining the above, suggesting they re-apply for funding regarding repairs to the town clock, as the bells are used to chime out the hour and quarter hours.

(b) **Barton Town Cricket Club Changing Room Conversion**

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

Resolved that the Clerk write to the applicant, stating the town council are not in a position to financially support £3,500 at this time. They are, however, mindful to make a small contribution once the club has investigated other funding avenues and grants from outside sources.

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

(a) **Maintenance Issues at The Assembly Rooms**

The Clerk reported the town council's cctv system appeared to require service and maintenance. It was agreed and

Resolved the Clerk contact the contractor to undertake a cctv system survey.

(b) **Audit Provision of the Town Council - Internal & External Auditors**

The Clerk reported the town council's end of the financial year audits for 2018/2019 is due to commence early next month. The accounting software would be audited on 1 May and the town council's internal auditor would undertake his audit work on 8 May. Due to the lateness of the software audit, this will push other audits onward, meaning the financial accounts for 2018/2019 will not be presented to the town council at the May ordinary meeting as usual. It is now programmed to be undertaken at the June meeting of the town council.

Resolved that this be noted.

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(c) Approval of the Annual Governance Statement 2018/2019

The Clerk read out the Accounting Statements of the Annual Governance Statement for 2018/2019. Members present agreed to the content, in line with current audit requirements and for the Committee Chairman and the Town Clerk to sign the document for approval on behalf of the town council.

Resolved the Committee Chairman and the Town Clerk/RFO to sign the Annual Governance Statement 2018/2019.

(d) Update & Review the Town Council Inventory List

Members present perused the town council's inventory list, with obsolete equipment deleted and equipment recently purchased and donated added.

Resolved this be noted.

(e) Update & Review of the Town Council's Insurance Policy

The Clerk reported the town council's insurance policy is coming up for renewal. The current insurers have submitted a renewal figure, which is more or less the same as last year. The Clerk has sought to find comparative quotes, but none appear cheaper. It was agreed and

Resolved the insurance policy to be renewed to be accepted by the town council.

(f) Review of Town Council Meetings

Due to the reduction in councillor numbers following the election on 2 May 2019 from 22 to 12, a review of the town council meetings was undertaken. The Clerk had attended seminars and training regarding this matter and consideration was given to the number of councillors the town council will have, the work/projects/events the town council undertakes, staffing issues and resources available. It was agreed and

Resolved:

- (i) An Ordinary meeting of the town council to be held the first Wednesday of each month, commencing at 7pm. To be held in the Council Chamber, Baysgarth House, Barton;
- (ii) The Community Committee to have 5 Members, meeting four times a year (quarterly). Meetings to be held 7pm at The Assembly Rooms, Barton. The Committee to mainly deal with the town councils events and The Bartonian and have no devolved powers. It must review the Community Committee budget each financial year for submission to the Finance & General Purposes Committee;
- (iii) The Environment Committee to have 5 Members, meeting four times a year (quarterly); Meetings to be held 7pm at the Assembly Rooms, Barton. The Committee to mainly deal with the towns community planting, 'Best Kept Gardens' competition and presentation evening, bulb planting, litter picking etc. and have no devolved powers. It must review the Environment budget each financial year for submission to the Finance & General Purposes Committee;
- (iv) The Finance & General Purposes Committee to have 5 Members, meeting four times a year (quarterly). Meetings to be held 7pm at The Assembly Rooms, Barton. The Committee to mainly deal with the town council's budget and precept to future plan each financial year and monitor, consider grant applications, maintenance of The Assembly Rooms, policies and procedures of the town council and governance. To have partial devolved powers to set the budget/precept of the town council for submission to North Lincolnshire Council;

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- (v) The Personnel Committee to have 3 Members, meeting at least once a year and as and when required regarding personnel issues. Meetings to be held at The Assembly Rooms, Barton and have devolved powers;
- (vi) The Disciplinary Committee to have 3 Members (not to be Members of the Personnel Committee or the Grievance Committee). To meet as and when required;
- (vii) The Grievance Committee to have 3 Members (not to be Members of the Personnel Committee or the Disciplinary Committee). To meet as and when required;
- (viii) The Planning Committee to have 5 Members, meeting every three weeks. Meetings to be held 7pm at The Assembly Rooms, Barton. The Committee to deal with planning applications and planning matters. To have partial devolved powers to allow the Clerk to inform North Lincolnshire Council of planning decisions made;
- (ix) The number of Members on outside bodies to be no more than 2 Members;
- (x) A review of the town councils meetings to be undertaken in 12 months' time;
- (xi) The town council's Standing Orders to be amended to reflect the changes made to the meeting structure above.

(g) 2018/2019 Budget – Quarterly Summary of Income/Expenditure

Members were furnished with a budget summary of the council's income/expenditure for the period 1 January to 28 February 2019. The Clerk reported that although the March accounts balanced manually, a software printout was not available until the bank statements had been received from the respective banks, showing all of the transactions. Due to the lack of bank statements having been available at the last ordinary meeting of the town council held on 3 April, an amendment is required to 'Accounts for Payment' (*minute reference 331(i)/143-BTC 03/04/19*). An additional direct debit taken from the town councils bank account from C F Corporate Finance Ltd for the photocopier lease rental, means an additional £223.20 is now added to the total of the accounts presented at the meeting of £7,020.48. This total is now increased to £7,243.68, making a grand total of £23,494.13.

The Chairman, Councillor K Vickers thanked all of the Committee Members for the work they have undertaken during the current Mayoral year and the Committee thanked the Town Clerk and Deputy Town Clerk for their work too.

Resolved the quarterly summary of income/expenditure was noted, being the year end quarter 2018/2019.

The Chairman, Councillor K Vickers, closed the meeting at 7.55 p.m.

.....Chairman 1 May 2019