

**BARTON-UPON-HUMBER TOWN COUNCIL
MINUTES OF A FINANCE & GENERAL PURPOSES COMMITTEE MEETING
held on MONDAY 4 NOVEMBER 2019 at 6.00 p.m. in
THE ASSEMBLY ROOMS, QUEEN STREET, BARTON-UPON-HUMBER**

Present Councillor K Vickers (Chairman)

Councillors J Evison and J P Vickers

Also Present Councillor J Sanderson (ex-officio) and Ms S Richards (Town Clerk)

144. **Apologies for Absence**

Councillor Mrs J Oxley (bereavement)

145. **Declarations of Interest**

Bowmandale Primary School and Friends of Baysgarth Park Group – Councillor J P Vickers (Personal Interest)

146. **Minutes of Meeting held on the 29 July 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 4 September 2019.

147. **Matters Arising**

(a) **Friends of Baysgarth Park – Installation of Additional Footpaths** (*Min Ref: 81(a)/32-F&GP 29/07/19*)

The Clerk requested clarification regarding the £2,000 donation as a second application has been received for another £2,000. Councillor J P Vickers gave background, explaining the first application for the installation of additional footpaths would be spent in the current financial year 2019/2020, whilst the second application is for continuation of the park improvements for the financial year 2020/2021, as part of a 5 year plan of improvement works.

Resolved this matter be noted.

(b) **The Assembly Rooms** (*Min Ref: 82(a)(i)(ii)(iii)/33-F&GP 29/07/19*)

The Clerk gave an updated report. The three new bespoke wooden notice boards have been erected on to the front elevation. All of the front doors have been rubbed down, prepared and painted by a painting contractor. The urgent leaking guttering and tile replacement work has also been undertaken by a roofing contractor to the front elevation and new LED lights have been installed in the town council reception office. The damp proof contractor will undertake work internally at The Assembly Rooms in the next few weeks.

Resolved this matter be noted.

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

(a) **Baysgarth Park – ‘Parkrun’**

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

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Resolved that the town council support this project in the sum of £1,000 providing other external funding streams are met. The donation to be taken from the town council's 2019/2020 Earmarked Reserves Community Committee budget 'Donations/Grants (empowered)'. This is empowered expenditure under the Local Government Act (Miscellaneous Provisions Act) 1976, s.19.

(b) Bowmandale Primary School – Newlands Outdoor Residential Visit 2020

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 2019/2020 Community Committee budget 'Donations/Grants (s.137)'.

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

(a) Beretun Green & Bowmandale – Grass Cutting (*Min Ref: 101/43-BTC 04/09/19*)

Discussion took place regarding the on-going issues of the grass cutting at this location, which currently fell into a grey area. It was agreed and

Resolved that provision of £1,600 be placed in the town council's 2020/2021 Environment Committee budget to undertake grass cutting at Beretun Green and Bowmandale during spring/summer 2020.

(b) The Assembly Rooms – Maintenance Issues

This agenda item was covered in *minute reference 147(b)/63* above.

(c) Review of the Town Council's Code of Conduct

The Clerk reported the town council had been notified by the Monitoring Officer of North Lincolnshire Council that two changes to the members 'Code of Conduct' had been made. An additional Appendix 2 has been added for "Bullying and Harassment", with amendments to 3.2 and 10. Following perusal of the document, it was agreed and

Resolved the town council to adopt the revised members 'Code of Conduct', as provided by the Monitoring Officer at North Lincolnshire Council.

(d) Review the Duties & Role of the Town Mayor & Deputy Town Mayor

(Min Ref: 247(c)(1)(2)(3)(4)/109-F&GP 14/01/19)

All members present were furnished with a copy of the existing criteria for this. The annual review took place, with two amendments made. The first was a change to (2) Mayoral Term of Office, to now read "The term of office for the Town Mayor and Deputy Town Mayor shall be for one year. This can only be extended if the town council agree at the time it is appropriate to do so". Also, (3) Nomination & Election of the Town Mayor & Deputy Town Mayor to have item (iv) removed.

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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 to the media and local press;
- (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;
- (xiii) the Deputy Town Mayor is expected to stand in for the above duties, in the absence of the Town Mayor.

(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 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

- (i) 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;
- (ii) 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;
- (iii) 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.

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(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;
- (vi) following discussion regarding the attendance of the town council clerk's at mayoral functions, (notably at weekends), it was agreed to review this matter at a future meeting of the Personnel Committee. In the meantime, the Town Mayor/Deputy Town Mayor will need to liaise with the Town Clerk/Deputy Town Clerk regarding staff attendance at mayoral functions and events.

(e) Review of the Town Council's Asset Register

Review of the town council's asset register took place. It was agreed and

Resolved

- (i) 1 kettle, 3 noticeboards, a laptop computer and 7 No. heavy duty steel buckets to be removed from the asset register;
- (ii) 3 noticeboards, 1 mayoral board, 1 litterbin and 1 flagpole to be added to the asset register.

(f) The Town Council's External Audit for 2018/2019 & Half Yearly Internal Audit

The Clerk reported the external audit for 2018/2019 had now been completed. One comment had been made with no action points raised. The half-yearly internal audit had also been completed for 2019/2020 during October 2019. The Chairman had read through the report and gave thanks to the town council staff for their diligence in this matter. Both reports were available at the meeting.

Resolved that this be noted.

(g) 2019/2020 Budget – Quarterly Summary of Income/Expenditure

Members were furnished with a summary of the council's income/expenditure for the period 1 July to 30 September 2019. The Clerk reported that expenditure was within the budget line allocations generally, with spending levels in order. Some budget line overspends had been previously reported.

Due to Humberside Police no longer being able to assist with traffic management arrangements for the traffic management of the Remembrance Sunday Parade, it was noted that a contractor has had to be sought for this year's parade to meet the legislation and road closure requirements of the principal authority. The cost for this is £750 plus VAT, which the town council has no budget provision for. It was agreed to take this cost from the town council's reserves 2019/2020. In light of this, it was noted that the cost needs to be incorporated in the budget provision for the 2020/2021 budget.

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The Chairman, Councillor K Vickers, closed the meeting at 6.30 p.m.

.....Chairman

6 November 2019