

BARTON-UPON-HUMBER TOWN COUNCIL
MINUTES OF A FINANCE & GENERAL PURPOSES COMMITTEE MEETING
held on MONDAY 13 JANUARY 2020 at 7.00 p.m. in
THE ASSEMBLY HALL, QUEEN STREET, BARTON-UPON-HUMBER

Present Councillor K Vickers (Chairman)

Councillors J Evison, Mrs J Oxley, A Todd and J P Vickers

Also Present Mr M Martin (Ted Lewis Group), Mrs C Clark (Deputy Town Clerk) and Ms S Richards (Town Clerk)

Prior to the meeting commencing, Mr M Martin, Chairman of the Ted Lewis Group gave background to the group. It had functioned for 10 years and would disband after this year. The 20 national events programmed by the group for 2020 are to celebrate the 80th birthday of Ted Lewis. All books have now been published and the cost of the programme of events is £10,000. Grants and funding is being sought by the group externally, but they would underwrite the costs themselves for any shortfall. Mr Martin felt that as Ted Lewis had adopted Barton-upon-Humber as his home, it was fitting to celebrate the life and times of him, as a novelist, artist and jazz musician. He concluded by thanking the town council for consideration of his application for grant funding.

The Chairman, Councillor K Vickers and members of the committee wished to thank Mr Martin and the Ted Lewis Group for highlighting and promoting Ted Lewis and Barton-upon-Humber. Mr Martin then left the meeting.

230. **Apologies for Absence**

None

231. **Declarations of Interest**

Barton Bike Night – Councillor J Evison (personal interest)

Barton Bike Night – Councillor A Todd (personal interest)

Barton Tourism Group and Friends of Baysgarth Park – Councillor J P Vickers (personal interest)

232. **Minutes of a Meeting held on the 4 November 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 November 2019.

233. **Matters Arising**

The Clerk gave a resume of the minutes, whereby all resolutions had been actioned.

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

(a) **Barton Senior Alliance** (*Min Ref: 206(v)/93 – CC 9/12/19*)

Resolved a £200 donation for the group had been agreed at the Community Committee meeting held 9 December 2019 and incorporated in the 2020/2021 earmarked reserves of the town council.

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(b) **Friends of Baysgarth Park** (*Min Ref: 199/89 – EC 9/12/19*)

Resolved a £2,000 donation for the group had been agreed at the Environment Committee meeting held 9 December 2019 and incorporated in the 2020/2021 earmarked reserves of the town council.

(c) **Barton Tourism Partnership** (*Min Ref: 206(viii)/93 – CC 9/12/19*)

Resolved a £6,000 donation for the group had been agreed at the Community Committee meeting held 9 December 2019 and incorporated in the 2020/2021 budget and earmarked reserves of the town council, (£4,250 (budget) and £1,750 (earmarked reserves)).

(d) **ST-ART** (*Min Ref: 206(ii)/93 – CC 9/12/19*)

Resolved a £3,000 donation for the group had been agreed at the Community Committee meeting held 9 December 2019 and incorporated in the 2020/2021 earmarked reserves of the town council.

(e) **Barton Heritage Open Days**

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

Resolved a donation of £450 be made to be taken from the 2019/2020 'Donations/Grants (empowered) budget.

(f) **Ted Lewis Group**

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

Resolved a donation of £500 be made to be taken from the 2019/2020 Earmarked Reserves 'Donations/Grants (empowered) budget.

235. **The Following Matters Were Considered:**

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

The damp-proof work to the Assembly Rooms was currently outstanding. CHAMP Ltd have reported this will be undertaken 22 March onwards. The work has to fit in with hire of the Assembly Rooms and also the programme of work by the specialist contractor employed. It was agreed and

Resolved the cost of this work has been agreed to be taken from the town council 2019/2020 budget. However, if the work rolls into the new financial year, then the cost to be taken from the 2020/2021 budget 'The Assembly Rooms - Repairs/Decorations' (*min ref: 82(a)(iii)/33 – F&GP 29/07/19 refers*).

(b) **Review of the Town Grant Scheme 2020/2021** – 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. Following discussion regarding limitations on grant funding monetary levels, it was agreed that each application received to be considered on its own merits.

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Resolved that when outside organisations apply to the town council for financial assistance, they are sent a copy of the 'Town Grant Scheme 2020/2021 Application Form' and 'Guidelines for Applicants' to submit with the relevant documentation to the town council for consideration.

(c) Audit Provision of the Town Council – Internal & External Auditors

The Clerk gave appraisal of the audit provision. The contracted internal auditor will undertake the first of the year end 2019/2020 internal audits on 19 February 2020.

Resolved this be noted.

(d) 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 for perusal and information purposes.

Resolved that following review of the town council risk assessment the new 2020 version be adopted.

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

The Clerk commented that the quarterly summary for October to December 2019 was within most budget line allocations and that income/expenditure levels were mainly in line with those planned for the current year. One or two overspends were reported at the last few meetings of this committee. Members present received copies of the quarterly budget, noting the income and expenditure.

(f) 2020/2021 Budget/Precept

Members were presented with copies of the town council draft 2020/2021 budget, precept (with possible discretionary support grant provision of £6,102), earmarked reserves and a comparison table of previous year's precept/grant/council tax for perusal and comment. The Chairman and members perused the contents of the documents. Incorporated into the draft budget are the budget proposals from the Environment Committee meeting held on 9 December 2019 and the Community Committee meeting held on 9 December 2019. Both of these were agreed at the town council meeting held 8 January 2020.

Discussion took place regarding the budget proposals. It was noted that the grant element of the precept from North Lincolnshire Council for 2020/2021 is by adherence to certain conditions which were explained. These conditions had been increased from previous years. The Clerk has applied to North Lincolnshire Council for the grant (*min ref: 186(1)(i)/83 – BTC 04/12/19 refers*). The town council is mindful of the grant being continually phased out. If the grant is not met in the sum of £6,102 it will be taken from the town council's reserves.

The levels of budget placed for earmarked reserves for 'Christmas Lighting Upgrade' was queried, whereby Councillor A Todd gave background information leading up to this. It was acknowledged that the amount placed in earmarked reserves would remain in the town councils reserves, if unspent.

The earmarked reserves and general reserves were reported to be in line with the requirements, liabilities and future financial needs of the town council. The Clerk reported that some savings are anticipated to be made in the current financial year up to 31 March 2020 if the forecasted predications of spending levels materialised. An increase in the council tax base was noted. The result of the proposals is that the town council request a precept of £161,791 from North Lincolnshire Council and, if allowed, a discretionary support grant of £6,102, making the total £167,893.

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Due to an increase in the council tax base of 3649.7, this will result in a Band D property council tax charge of £44.33. This figure has been maintained by the town council for five consecutive years (*Appendix I and II appended to these minutes refers to the budget detail*). The Chairman and members felt the proposals were in order and proposed that the draft budget proposals be accepted. The budget proposals to be put forward for approval at the next extra-ordinary meeting of the town council to be held on Monday 20 January 2020. It was agreed and

Resolved

- (i) the sum of £4,000 be placed in earmarked reserves as provisional funding for 'Parish Elections';
- (ii) the sum of £30,000 be placed in earmarked reserves as provisional funding for 'Repairs/Decoration' to The Assembly Rooms;
- (iii) the total earmarked reserves of the town council as at 1 April 2020 will be £61,900;
- (iv) the 2020/2021 budget proposals to be checked, presented and approved at the next extra-ordinary meeting of the town council to be held on Monday 20 January 2020, to allow the Clerk to levy the precept funding from North Lincolnshire Council in the sum of £161,791. If the discretionary support grant is considered for payment by them in the sum of £6,102, the total precept and grant would be £167,893. If not, the £6,102 to be funded through budget savings in the current financial year combined with the council's reserves.

The Chairman, Councillor K Vickers closed the meeting at 7.45 p.m.

..... Chairman 20 January 2020