

BARTON-UPONHUMBER TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING
held at Assembly Rooms Queen Street, Barton
MONDAY 26th July 2021 at 7pm

Councillor J P Vickers (Chairman)
 Councillors A Todd, Mrs C Patterson, B Troop
 Also, Ms T Broughton (Town Clerk) and Mrs C Bramley (Deputy Clerk)

96. **Election of Chairman**

AGREED **Proposed Cllr B Troop Seconded Cllr Mrs C Patterson**
 Elected Cllr J P Vickers as Chairman of Finance & General Purposes
 Committee
Unanimous

97. **Apologies for Absence**

Cllr N Jacques (Personal)

98. **Elect a Vice-Chairman**

AGREED **Proposed Cllr B Troop Seconded Cllr J P Vickers AGREED**
 Elected Cllr A Todd as Vice Chairman of Finance & General Purposes
 Committee
Unanimous

99. **Declarations of Interest**

Cllr J Vickers declared personal interest in Barton Tourism Partnership and CHAMP.
 Cllr B Troop declared a personal interest in Barton Tourism Partnership.

100. **Minutes of Meeting held on the 18 January 2021 approved and confirmed as a correct record at a meeting of the town council held on 3rd February 2021**

It was noted that these minutes had been signed as a correct record, for action as necessary, at an ordinary meeting of the town council held on 3 February 2021.

101. **Committee and Full Council Review**

Chairman explained the reasons that the council should look at conducting a review. He explained that it should be looking at a more resourceful way for the council to meet and conduct its business to the point of bring back decisions when ready to be made. Chairman explained the usefulness of Working Groups and shorter meetings during the day via Teams or a mix of face to face and Teams where projects and issues can be discussed in an informal setting to be ready for Committee or Full Council to make final decisions.

It was suggested to engage with the Full Council and invite feedback and ideas. Also it could be beneficial for all meetings to meet earlier and commence at 6pm. A suggestion to review the term of office for the Mayor could be looked at with a view to review the length of the term of office. A two year term could mean more continuity and a good benefit to the community.

One member suggested reviewing increasing the meetings without the need for further night committee meetings. A Two year term for the Mayor Office may be beneficial due to the number of councillors elected being 12.

It was also suggested that this could be a good time to review Standing Orders. Town Clerk to email to the Full Council to invite shared discussions with F&GP. To invite ideas and set up a teams meeting for members to attend and discuss options. Members discussed the role of the ATCM and the ability to review the standing orders there as well as electing committee personnel and Chairman and Vice Chairman. Also the start time, location, term of mayoral office, structure, committees, teams working groups and hybrid meetings to be included in the review.

102. **Terms of Reference**

AGREED

Proposed Cllr J P Vickers, Seconded Cllr A Todd

To recommend to Full Council to adopt the Terms of Reference as tabled.

Unanimous

103. **Grass cutting** – review of work completed so far. Full report of ongoing contract and update of maps and details of correspondence with contractors

Town Clerk introduced the grass cutting project and explained the issues with the mapping system and communication received from residents and how that has been relayed to the contractors. One member explained that the contractors need to be aware of where the wildflower verges and tree planting areas are. Town Clerk explained that A1 maps have been printed and these are going to be mapped with wild flower verges and tree planting as well as North Lincolnshire responsibilities and ONGO responsibilities. This will be converted into an electronic version. Town Clerk explained that there was enough budget for a further two cuts of the verges and a further PROW cut.

104. **To consider the following matters**

a) Review of Risk Assessments –

AGREED

Proposed Cllr J P Vickers, Seconded Cllr B Troop

To accept the revised Risk Assessments as tabled.

Unanimous

b) 2021/2022 quarterly budget review

Town Clerk explained the report.

There has been an email from Community, Heritage Arts and Media Project requesting financial assistance with the repair of the lift. This is not within any current budget and the importance of DDA access was discussed. Town Clerk explained that she was concerned about VAT implications and would like to make further enquiries as there may be some changes to the Town Council VAT status required. It was agreed to explain this to CHAMP in an email and obtain further VAT advice as soon as possible.

Agreed to convene an Assembly Rooms Working Group this week to discuss the finance issue and to also review the current lease and underlease.

AGREED **Proposed Cllr J P Vickers, Seconded Cllr B Troop**
 To make the following virements.
 £200 vired from Insurance Budget to Staff Training.
 £200 vired from Insurance Budget to Councillor Training.
 £2000 vired from Bike Night to Bags For Life Schemes as tabled.
Unanimous

c) Review of Asset Register

AGREED **Proposed Cllr J P Vickers, Seconded Cllr B Troop**
 To accept the review of the asset register. This will be checked throughout this financial year especially community furniture.
Unanimous

d) Grant Applications received and future policy for grant applications

AGREED **Proposed Cllr B Troop, Seconded Cllr J P Vickers**
 To grant Barton Arts £2000 and to grant Barton Tourism Partnership £6000.
Unanimous

AGREED **Proposed Cllr J P Vickers, Seconded Cllr B Troop**
 To amalgamate grant budget to be \$137 community budget with a set budgeted amount and encourage applications to be sent in from community groups with set dates and criteria.
Unanimous

e) Update and review of policies including HR policies – small working group

Members requested the Town Clerk to enquire if Cllr N Jacques would be available to assist with this project.

105. **Buy Local Policy** – consideration to amend and update

Members discussed amendments that include encouragement to Barton Town Business to be approached to quote and the local area to be North Lincolnshire and neighbouring local county areas. It was agreed that there will be times when the council has to go further afield for the skills required but council to be mindful of local purchasing.

106. **To consider bags for life scheme to promote buy local within the town**

Barton Tourism Partnership have met and have discussed this. They would like to donate a contribution of £2,000 to the Town Council with a view for the council to match fund and set up a Bags for Life scheme. It was acknowledged that geographically it would be difficult to deliver to every household in the town but would be possible to supply all local businesses with them and have them at local events. It was suggested that this project is reviewed in more detail and bring back to the next Finance & General Purposes Committee.

107. **To consider the website project to upgrade to ensure compliance**

Town Clerk explained that a great deal of work has taken place with regards to the research and compliance by the Deputy Clerk and although there are quotations supplied it would be sensible to also look at other websites and their accessibility and versatility taking into account mobile friendly sites and incorporation of social media. Cllr Todd offered to send some links over. Town Clerk explained that it is content and style of contact that really needs to be investigated and would

appreciate some assistance for a member of the council.

The Chairman, Councillor J Vickers closed the meeting at 20.15

.....Chairman

26 July 2021