

**BARTON-UPON-HUMBER TOWN COUNCIL**  
**MINUTES OF A FINANCE & GENERAL PURPOSES COMMITTEE MEETING**  
**held on MONDAY 18 JULY 2011 at 7.30 p.m. in**  
**THE ASSEMBLY ROOMS, QUEEN STREET, BARTON-UPON-HUMBER**

**Present** Councillor Mrs W Witter (Chairman)  
Councillors J Evison, N Turner and K Vickers.

**Also Present** Councillors S Dear and M Martin and Ms S Richards (Town Clerk).

84. **Election of Chairman**

**Resolved** that Councillor Mrs W Witter be elected Chairman of the Finance & General Purposes Committee for the ensuing year. Proposed by Councillor K Vickers and seconded by Councillor N Turner.

85. **Election of Vice-Chairman**

**Resolved** that Councillor K Vickers be elected Vice-Chairman of the Finance & General Purposes Committee for the ensuing year. Proposed by Councillor Mrs W Witter and seconded by Councillor N Turner.

86. **Apologies for Absence**

Councillors Mrs J Oxley (on holiday), Mr J Oxley (on holiday) and J P Vickers.

87. **Declarations of Interest**

No declarations of interest were made at this meeting.

88. **Minutes of Meeting held on the 18 April 2011**

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 May 2011.

89. **Matters Arising**

(a) **St. Mary's Church Clock** (Min Ref: 469/164 - F&GP 18/04/11)

The Clerk reported no further progress had been made regarding this matter.

**Resolved** that this be noted.

(b) **2010/2011 Budget – Quarterly Summary of Income/Expenditure** (Min Ref: 471/164 - F&GP 18/04/11)

The Clerk reported the town council audit for 2010/2011 had been completed by the Audit Commission, with no action points raised. The accounts and audit of the town council procedures had been deemed correct and in good order.

**Resolved** that this be noted.

**Minutes of a Finance & General Purposes Committee Meeting held on 18 July 2011, cont'd**

90. **Bad Debtors**

The Clerk reported a business in the town had an outstanding account with the town council for non-payment of a 'Bartonian' advertisement. Despite repeated attempts by the office to recover these monies, to date, no response had been forthcoming and several months had now lapsed.

Discussion took place regarding recovery of this outstanding account, it was agreed and

**Resolved** that the Clerk write to the business one last time. If no response is received, then the money will be recovered from the business through the courts.

91. **2011/2012 Budget – Quarterly Summary of Income/Expenditure**

Members present were each handed a copy of the latest quarterly statement showing income/expenditure of the town council budget for the period April to June 2011. It was reported this reflected income/expenditure for the first three months of the current financial year.

The Clerk reported spending levels were as predicted, but, a rise in computer consumables being purchased was noted, in comparison to previous years. This was mainly due to North Lincolnshire Council no longer providing the town council with hard copies of planning applications, correspondence, posters, consultation documents etc. These were mainly now e-mailed, resulting in the town council office having to print these documents. It was putting a strain on the town council's paper resources, computer printers and ink cartridges and additional staff time printing them out. An appraisal of the town council's computer system was given. It was reported the software required upgrading and a new modem required, which the Clerk was obtaining a quotation price for. It was felt this could be contained in the budget allocation for the year, if not, the Clerk would report back to the town council, to progress the matter. The town council office are addressing these issues as economically as possible and are mindful of the staff time and cost implications.

Councillor K Vickers made comment upon the 'Bartonian', regarding production costs and the income received for advertisements. The Clerk reported the income varied due to the amount of advertisers coming forward and the level of editorial free space given in each edition. However, the budget was based upon averages from previous year's and the expected income for the current year. It was also noted the level of charges for the 'Bartonian' advertising needs be reviewed, as this had not been undertaken for some considerable time. It was agreed and

**Resolved** that a recommendation be made to the Community Regeneration Committee regarding a review of the advertisement costs of the 'Bartonian'. It was thought prudent to increase the advertisement costs as follows: a full page £120, half a page £60, a quarter page £30 and a business card size £20. These increases are thought to be fair in the current advertisement market and in line to off-set production costs required to publish the 'Bartonian' by the town council. An agenda item to be placed for the next Community Regeneration Committee meeting to be held on 19 September 2011, to further discuss this matter and the recommendations made by the Finance and General Purposes Committee.

The Chairman, Councillor Mrs Witter closed the meeting at 8.07 p.m.