

**BARTON-UPON-HUMBER TOWN COUNCIL
MINUTES OF A FINANCE & GENERAL PURPOSES COMMITTEE MEETING
held on MONDAY 16 APRIL 2012 at 7.30 p.m. in
THE ASSEMBLY ROOMS, QUEEN STREET, BARTON-UPON-HUMBER**

Present Councillor K Vickers (Vice-Chairman)
Councillors Mrs J Oxley, Mr J Oxley and J P Vickers.

Also Present Councillors F Coulseay and Ms S Richards (Town Clerk).

411. **Apologies for Absence**

Councillors J Evison (work commitments) and Mrs W Witter (unwell).

412. **Declarations of Interest**

St Mary's Ladies Group – Councillor K Vickers (Personal interest)

413. **Minutes of Meeting held on the 16 January 2012**

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 1 February 2012.

414. **Matters Arising**

There were no matters of report discussed at this meeting.

415. **Requests for Financial Assistance**

- (a) **Barton-upon-Humber St Mary's Church and St Mary's Ladies Group** – Proposed Diamond Jubilee Flower Festival (Min Ref: 366(ii)/152 – BTC 07/03/12)

Members agreed and

Resolved that a donation of £50 be given to the Barton-upon-Humber St Mary's Church and St Mary's Ladies Group, for the proposed Queen's Diamond Jubilee Flower Festival. To be taken from the town council's 2012/2013 Community Regeneration Committee budget 'Donations/Grants (empowered)' (empowered: Local Government Act 1972 s.144 – encouraging tourism).

416. **Town Grant Scheme 2012/2013**

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. Having being trialled during the last two financial years, it was felt it gave useful background information for groups requesting financial assistance, allowing the town council to decision make and also a clear audit trail. In light of this, it was agreed and

Resolved that when outside organisations apply to the town council for financial assistance, they are sent a copy of the 'Town Grant Scheme 2012/2013 Application Form' and 'Guidelines for Applicants'.

Minutes of a Finance & General Purposes Committee Meeting held on 16 April 2012, cont'd

417. **Update of the Town Council Risk Assessment**

The Clerk stated that the town council risk assessment had been updated and reviewed. Members present were able to peruse this document at the meeting.

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

418. **Update of the Town Council Standing Orders**

The Clerk stated that the draft town council standing orders were being finalised. However, following advice, the document needs to reflect and incorporate any changes regarding The Localism Act 2011 and The Code of Conduct 2012. It will therefore be submitted to ERNLLCA and NALC for their advice as to the correct wording in compliance with these.

Resolved that the revised town council standing orders be agreed at the next meeting.

419. **2011/2012 Budget – Quarterly Summary of Income/Expenditure**

Members present were each handed a copy of the town council's latest quarterly statement showing income/expenditure of the town council budget for the period January to March 2012. It was reported this reflected income/expenditure for the last financial year. It was noted that although some budget lines had overspent due to increased costs, the overall spend levels for the year was within budget. Consideration was also given to accounts paid in April 2012 that would need the Auditor to write back to 2011/2012.

Resolved that this be noted, for further report following the yearly audit.

The Vice-Chairman, Councillor K Vickers closed the meeting at 7.40 p.m.

.....Chairman 2 May 2012