

BARTON-UPON-HUMBER TOWN COUNCIL
MINUTES OF A FINANCE & GENERAL PURPOSES COMMITTEE MEETING
held on MONDAY 18 APRIL 2016 at 7.00 p.m. in
THE ASSEMBLY ROOMS, QUEEN STREET, BARTON-UPON-HUMBER

Present Councillor K Vickers (Chairman)

Councillors F Coulsey, J Evison, Mrs J Oxley, Mr J Oxley, J P Vickers and Mrs W Witter

Also Present Councillors N Jacques, Mrs J Mason, J Sanderson, Ms J Warton, C Ulliott and D Yellowley.
Also Mrs C Clark (Deputy Town Clerk) and Ms S Richards (Town Clerk).

323. **Apologies for Absence**

None received.

324. **Declarations of Interest**

St Peter's CE Primary School – Councillor N Jacques (Personal Interest)

325. **Minutes of Meeting held on the 18 January 2016**

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 3 February 2016.

326. **Matters Arising**

(a) **The Town Council Bank Accounts** (*Min Ref: 238(a)/95 – F&GP 18/01/16*)

The Clerk reported that this item was outstanding from the last meeting, due to pressure of work. However, despite the town council receiving bank charges for the current banking arrangements, it was also receiving interest. The interest received for the last financial year exceeded the bank charges.

Resolved that this matter be progressed.

327. **Requests for Financial Assistance**

Members considered the following received requests for financial support:

(a) **Barton St Peter's CE Primary School – The Yorkshire Wildlife Park School Trip**

Consideration and discussion took place regarding this request and an appraisal of the application was discussed. It was agreed and

Resolved that a donation of £100 be made to the school. The budget to be taken from 'Community – Donations/Grants (s.137)' 2016/2017.

(b) **Lincoln & Lindsey Blind Society – Purchase of Boomboxes**

Consideration and discussion took place regarding this request and an appraisal of the application was discussed. It was agreed and

Resolved that the request not be met on this occasion. There was no evidence provided that the inhabitants of the town would directly benefit from the 'Boomboxes', together with the society not being based in Barton-upon-Humber. The Clerk to notify the society accordingly.

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

(a) **Proposed Public Seating – The Humber Bank** (*Min Ref:312(a)/130 – BTC 06/04/16*)

Expression of interest has been received from 8 people/groups regarding sponsorship of a seat. Confirmation was still awaited from the Environment Agency regarding permission to site the seats at this location. The Deputy Clerk has spent considerable time furnishing them with maps and details and a site meeting had been refused before agreement is made of the seat locations by the Environment Agency. Further discussion to take place when permission to locate the seats has been granted by the Environment Agency and sponsorship of the seats has been confirmed. It was agreed and

Resolved

- (i) the public seats to be manufactured of steel, hot dipped galvanized and painted gloss black. Each seat to have a plaque attached to it stating the sponsor/memorial details of the seat. Once installed, each seat to be added to the town council's inventory list and be included in the maintenance schedule;
- (ii) the draft details perused at this meeting regarding 'Sponsoring a Public Seat on the Humber Bank' to be placed on the town council's website;
- (iii) Councillor J Evison to raise this matter with Mr R Allcock at North Lincolnshire Council and to speak to local MP Martin Vickers about this.

(b) **Barton Civic Society – Assets of Community Value** (*Min Ref: 315(5)/132 – BTC 06/04/16*)

Councillor K Vickers gave appraisal of the current position and the information given to the town council at the meeting held on 6 April by North Lincolnshire Council Councillor R Waltham. It was felt that some confusion had occurred in this matter. Only buildings at risk were to be nominated, then to be considered for purchase to use as an asset of community value by the nomination group. As the town council were in no position to purchase land/buildings, it was thought not in the best interests of the town council to pursue this matter. Following perusal of the list of buildings submitted by the Civic Society, it was proposed, agreed and

Resolved all of the buildings listed were deemed not at risk. They are either already owned or have building protection status on them. In light of this the Clerk to write to Barton Civic Society explaining this and to return the forms and list to them.

(c) **Barton Tourism Group – Website Quotation Price** (*Min Ref: 315(12)(iv)/133 – BTC 06/04/16*)

Consideration was given to website options submitted by Councillor N Jacques. A demonstration was then given regarding the current detail and format of the town council's information on the website. Much discussion took place regarding whether or not the town council wished to have a stand-alone website, website usage together with purchase/running costs and availability of manpower resource to up-date it. It was agreed that in the current climate, the existing town council website pages worked well incorporated into the Barton Tourism Group website. However, it was acknowledged that further information and costs to be sought at the Barton Tourism meeting to be held on 19 April. It was felt that a stand-alone website will probably be required by the town council at some point in the future.

Resolved that further information be sought at the Barton Tourism Group meeting to be held on 19 April, for the cost of 2 website headings as opposed to the 5 already submitted. To be further discussed by the town council.

Councillor N Jacques left the meeting.

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(d) Review of 'The Bartonian' Charges (Min Ref: 292(iv)/122 – BTC 02/03/16)

All Members were presented with the latest Bartonian advertising rates and the cost of printing and delivery of the magazine during the last 12 months. It was acknowledged that the Community Working Party had already reviewed the Bartonian advertising rates recently (*Min Ref: 318(iv)/134-BTC 06/03/16 refers*), whereby it had been agreed to maintain the current level of charges. However, the Clerk highlighted that additional costs have been incurred over the budget allocation due to the magazine being printed in colour as opposed to the previous black and white format and that additional copies were being printed and delivered to the town's developing community. Also, the magazine required to be extended from 28 pages to 32 for the April and November editions, due to the town council requiring the centre 4 pages in each one. It was discussed, agreed and

Resolved

- (i) the Bartonian advertising rates to be: full page £120 (black and white) and £150 (colour), half page £60 (black and white) and £80 colour, 1/3 page £40 (black and white) and £50 (colour), 1/4 page £30 (black and white) and £40 (colour), 1/8 page £20 (black and white) and £30 (colour). Sizes in between to be quoted on request;
- (ii) an additional 4 pages be inserted into the April and November editions. The centre 4 pages of each to be used by the town council to advertise the annual reports and finance (April) and Christmas Festival (November), making these editions 32 pages as opposed to 28 pages for the July edition;
- (iii) community groups and charities wishing to advertise in the Bartonian, be given a half page free of charge. Any other space required by the group to be half of the full advertising rate;
- (iv) the charges and conditions agreed to be reviewed at the budget meetings at the end of 2016.

(e) Review of the Town Council's Committee & Working Party Structure

The current meeting system was discussed and a draft review of council meetings was circulated to all Members present. Discussion included administration of meetings, resource and manpower, the difference between a committee and a working party, statutory requirements of the town council and the effectiveness of the business discussed. It was deemed that the current structure required reform, as it was felt that the working party structure was not working particularly well. Councillor J P Vickers commented that in future, the town council required putting more forethought into forming a working party. Anyone suggesting such a group should provide the town council with a report beforehand, outlining the subject matter, reason for the group and the longevity in timescale, for the town council to consider. It was agreed and

Resolved

- (i) one Ordinary Meeting per month be held on the first Wednesday evening at 7pm in the Council Chamber at Baysgarth House Museum;
- (ii) the Finance & General Purposes Committee be held four times a year quarterly (January, April, July and December). To be held on Monday evenings 7pm at The Assembly Rooms (7 members);
- (iii) the Personnel Committee to meet at least once per year (statutory requirement). Meetings called for as and when required in liaison with the Town Mayor, Personnel Committee Chairman and the Town Clerk. Meetings to be held at The Assembly Rooms at an agreed date and time (5 members);
- (iv) the Planning Committee to be held every third Monday, 7pm at The Assembly Rooms (5 members);
- (v) the Community Working Party to revert back to a committee. Meetings to be held four times a year quarterly (December, March, June and September). To be held on Monday evenings 7pm at The Assembly Rooms (7 members);
- (vi) the Environment Working Party to revert back to a committee. Meetings to be held four times a

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year quarterly (November, February, May and August). To be held on Monday evenings 7pm at The Assembly Rooms (7 members);

(vii) the Emergency Working Party to be a sub-committee of the Environment Committee. Meetings to be held at least once a year to up-date the emergency plan and contact details. Meetings to be held on Monday evenings 7pm at The Assembly Rooms;

(viii) the Strategic Plan Working Party to report their findings at the town council meeting to be held on 4 May 2016, for conclusion. The working party will then cease to operate, as two representatives of the town council (Councillor N Pinchbeck and Mayor-Elect Councillor A Todd – *min ref: 319(i)/134 – BTC 06/04/16 refers*) become representatives of the town council to attend the North Lincolnshire Council's newly formed 'Barton Regeneration 2018' group. Members of the town council's Strategic Plan Working Party to be thanked for their work, which has helped pave the way for the principal authority to put resource into regeneration issues in the town;

(ix) a full review of the town council meeting structure is appended to these minutes (Appendix D);

(x) following agreement of the above, the Clerk to complete the drafting of 'Schemes of Delegation' for each committee.

Councillor J Evison left the meeting.

(f) Review of the Town Council Office Hours

Discussion took place regarding the opening hours of the town council office. Manpower resource and efficiency in working practices were considered. It was agreed and

Resolved the opening hours of the town council office be 10am – 12 noon Monday, Tuesday, Wednesday and Friday. Closed all day Thursday. To be trialled and reviewed in 12 months' time.

(g) CCTV Coverage of the Town Council Office

Discussion took place regarding security measures of the town council office and staff, it was agreed and

Resolved Councillor J Sanderson look into options regarding provision of cctv coverage of the town council office front door and also a new telephone system with caller I.D. To be further discussed when the information has been received and costs of these investigated.

(h) Town Grant Scheme 2016/2017 – 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. 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 2016/2017 Application Form' and 'Guidelines for Applicants'.

(i) Internal & External Audit of the Town Council 2015/2016

The Clerk explained the town council undergo three separate audit procedures. The accounting software company audited the accounts software and procedures. An internal auditor was contracted to undertake audit of the town council finances and procedures (once at the year-end (2 visits) and one intermediate 6 monthly audit), then the accounts and procedures were audited by the external auditors. These procedures are in line with current audit legislation for town and parish councils.

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(j) 2015/2016 Budget – Quarterly Summary of Income/Expenditure

A summary of the income and expenditure of the town council was circulated to Members, relating to the last quarter (January to March 2016). The Clerk commented this was the last quarter of the last financial year. The majority of expenditure was within budget, but the Bartonian budget lines are slightly over. Where some budget lines have exceeded the budget allocation, in most cases this is where earmarked reserves and expenditure from general reserves has taken place. At the 2015/2016 year-end some financial savings have been made due to careful budget control by the town council.

Resolved that this be noted.

(k) Review of the Town Council’s Standing Orders & Financial Regulations

The Clerk to attend a training meeting of the SLCC to discuss the new town and parish council requirements of the Financial Regulations, in order she may up-date the town council regulations. Also, once the review of the town council meeting structure is agreed at the town council meeting to be held on 4 May, this will allow the town council’s Standing Orders to also be updated by her.

Resolved this be noted.

The Chairman, Councillor K Vickers, closed the meeting at 8.40 p.m.

..... Chairman 4 May 2016