

**APPENDIX I – FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD 18 APRIL  
2016  
BARTON - UPON - HUMBER TOWN COUNCIL  
REVIEW OF TOWN COUNCIL MEETINGS – APRIL 2016**

**Ordinary Meetings**

- One meeting held per month on the first Wednesday evening at 7pm, in the Council Chamber at Baysgarth House Museum.

**The Finance & General Purposes Committee Meeting**

- This Committee is in line with audit regulations and legislation, convening four times a year quarterly (January, April, July and October). Meetings to be held at 7pm in The Assembly Rooms.
- To have 7 Members of the Town Council on the Committee.
- To have partial devolved powers. Devolved powers to determine urgent donation requests if there are budget monies available. If not, the matter must be referred to full council. However, for determination of the annual precept and budget, this must be referred to an Ordinary Meeting of the Town Council for final determination.
- The Committee to provide a draft annual precept and budget for the next financial year at the December Committee Meeting, for presentation to the Town Council for consideration and approval.

**The Personnel Committee**

- This Committee to meet at least once per year (this is the statutory requirement). Meetings called for as and when required, in liaison with the Town Mayor, the Personnel Committee Chairman and the Town Clerk. Meetings to be held at The Assembly Rooms.
- To have 5 Members of the Town Council on the Committee.

**The Planning Committee**

- The Committee to convene every third Monday. Meetings to be held at 7pm in The Assembly Rooms.
- To have 5 Members of the Town Council on the Committee.
- The Committee to have partial devolved powers to enable the Clerk to notify North Lincolnshire Council of the Town Council's comments/objections the day after the Committee Meeting is held to meet the 21 day consultation period of the planning authority, North Lincolnshire Council.

**The Community Committee**

- The Committee to meet four times a year quarterly (December, March, June and September). Meetings to be held on Monday evenings, 7pm in The Assembly Rooms.
- To have 7 Members of the Town Council on the Committee. Any representatives from outside organisations to attend the meetings as observers (the same as any member of the public). They would be allowed to give a 5 minute report at the outset of each meeting to up-date the Town Council of their respective groups.
- The Committee to have no devolved powers.
- The Committee to provide a draft budget proposal for the next financial year at the December Committee Meeting, for presentation to the Finance & General Purposes Committee, to be incorporated into the budget/precept proposals.

**The Environment Committee**

- The Committee to meet four times a year quarterly (November February, May and August). Meetings be held at 7pm in The Assembly Rooms.

- To have 7 Members of the Town Council on the Committee. Any representatives from outside organisations to attend the meetings as observers (the same as any member of the public). They would be allowed to give a 5 minute report at the outset of each meeting to up-date the Town Council of their respective groups
- The Committee to have no devolved powers.
- The Committee to provide a draft budget proposal for the next financial year at the November Committee Meeting, for presentation to the Finance & General Purposes Committee, to be incorporated into the budget/precept proposals.

### **Emergency Planning Sub-Committee**

- Borne out of the Environment Committee this Sub-Committee to meet at least once a year to up-date the emergency plan and contact details. Meetings be held on Monday evenings, 7pm in The Assembly Rooms.
- Currently 9 Members of the Town Council plus the Environment Committee Chairman are members (in the event of a town emergency, all members and officers of the town council would be required to assist).

### **Strategic Plan Working Party**

- This Working Party was borne out of the Planning Committee of the Council. It was originally initiated to collate common themes of public response to be collated and announced at the Annual Town Meeting to be held on 14 April 2016. Following recommendation at the Finance & General Purposes Committee meeting held on 18 April 2016 it was agreed the group 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.
- **General Issues**
- Ordinary Meetings of the Council to be held in the Council Chamber at Baysgarth House and Committee Meetings to be held at The Assembly Rooms.
- All formal meetings of the Town Council (Ordinary Meetings and Committee Meetings) to convene at 7pm, where possible.
- All Members of the Town Council are allowed to attend Committee Meetings, whether they are a Member of that Committee or not. Non-members are permitted to speak, but not vote at the meetings.
- The Town Mayor to act as *ex-officio* at all meetings (with the exception of the Personnel Committee).
- Any Councillor wishing to be a member of a Committee should have a strong interest in the subject matter, have time to attend the relevant meetings and also have time to be pro-active in the work of the Committee. This includes Town Council events and initiatives.
- The Committee Meeting agenda's to have the names of the Town Council Members listed at the foot of the agenda, who serve that particular Committee.
- The agreed conditions and criteria of the Town Council's meetings to be reflected in the Town Council's Standing Orders.
- Councillors serving on each Committee or outside body of the Town Council are reviewed at the Annual Meeting of the Town Council each year (in the case of a Councillor resignation, a replacement Councillor will be nominated at an Ordinary Meeting of the Town Council during the year).
- The Committee Meetings of the Town Council are to appoint a Chairman and Deputy Chairman at the respective meetings held immediately after the Annual Town Meeting.