

BARTON-UPON-HUMBER TOWN COUNCIL
MINUTES OF A FINANCE & GENERAL PURPOSES COMMITTEE MEETING
held on MONDAY 23 APRIL 2018 at 7.00 p.m. in
THE ASSEMBLY ROOMS, QUEEN STREET, BARTON-UPON-HUMBER

Present Councillor K Vickers (Chairman)
Councillors Mrs J Oxley, Mr J Oxley, J Sanderson and J P Vickers

Also Present Councillor F Coulsey, 2 Members of the Public and Ms S Richards (Town Clerk)

355. **Apologies for Absence**

Councillor Mrs W Witter (unwell)

356. (a) **Declarations of Interest**

Barton-upon-Humber Allotment Society – Councillor K Vickers (Personal Interest)

(b) **Applications by Members for Dispensations Previously Submitted**

It is noted that Ward Members and Town Councillors J P Vickers and K Vickers present had previously submitted a “Code of Conduct Dispensation Request” to the Town Clerk. The Clerk had granted dispensation for both members to remain, speak and vote regarding minute reference 360(c)/153 of these meeting minutes. Period of dispensation granted up to & including the 9 May 2018 (Annual Meeting of Barton-upon-Humber Town Council).

357. **Minutes of Meeting held on the 15 January 2018**

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 7 February 2018.

358. **Matters Arising**

(a) **The Barton Living Memorial Trust** (*Min Ref: 255(a)/102 - F&GP 15/01/18*)

It was respectfully noted that due to the recent passing of the Hon Secretary Mr L Robinson, another member of the Trust would have to be sought regarding the Tin Tommy Sculpture.

Resolved that this be noted.

359. **The Following Financial Requests Were Considered:**

(a) **The Salvation Army – Purchase of Remembrance Service Booklets**

Consideration and discussion took place regarding the merits of this request. It was agreed and

Resolved that a letter be sent to the Salvation Army, explaining that if a donation request is made to the town council, it needs to be done in advance of the purchase, in order for the town council to consider options regarding the request and allocate budget (if required). The current request is for a retrospective purchase. The town council, on this occasion decided not to honour the request.

If financial assistance is required for this in the current year, then an application needs to be made well in advance of the event by completion of a Town Grant Scheme 2018/2019 form, together with the supporting documentation, to allow the town council to consider options regarding this matter.

Minutes of an Ordinary Meeting of the Council held on 23 April 2018, cont'd

(b) Barton-upon-Humber Allotment Society – Donation for the Children’s Section

Consideration and discussion took place regarding this request. It was agreed and

Resolved that a donation of £50 be made to Barton-upon-Humber Allotment Society. The donation to be taken from the 2018/2019 ‘Community - Donation/Grants (empowered)’ budget of the town council. Donation empowered by the Local Government (Miscellaneous Provisions) Act 1976, s.19 refers.

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

(a) Assembly Rooms Maintenance

No items were discussed.

(b) Town/Parish Council Highway Grass Cutting Pilot Scheme (Min Ref: 341(11)(iii)/144 – BTC 04/04/18)

Members were furnished with the documentation received from North Lincolnshire Council regarding this matter. Much discussion took place regarding the merits of the scheme and the documentation perused carefully. It was agreed and

Resolved the town council do not feel they are in a position to undertake this scheme at the present time, though they acknowledge the concept is a good idea. It was felt more background had to be investigated regarding the meterage of areas on the plans, competent local companies sourced that are willing to undertake quoting/undertaking the work and the hidden cost implications of the scheme. Whilst it is not something to take on in the current year, it is felt that with more information to hand it is something to look at again for 2019 with renewed interest and more time to investigate the matter more fully. It was also agreed that at the present time North Lincolnshire Council undertook the service very well.

(c) Consideration of Heads of Terms from North Lincolnshire Asset & Estate Management for 1.45 hectares of land, off Ferriby Road, Barton (Min Ref: 90(a)/31 – F&GP 24/07/17)

Members present perused the documentation received from North Lincolnshire Council regarding brief details of the Heads of Terms and location plan of the land referred to as ‘Site 2’. Merits of taking this on by the town council were looked at, along with liabilities, resources to undertake the work required, unknown costs/liabilities and future planning of the town council. It was noted that since the planning permission had been granted by North Lincolnshire Council in December 2017 for Site 1, no further information regarding Site 2 was available from North Lincolnshire Council to the town council since July 2017.

The Chairman, Councillor K Vickers, with permission of the committee members present agreed to suspend the meeting to allow a member of the public Mr Paul Chapman to speak.

Mr Chapman explained the Top Field Action Group had no preconceived ideas about the Top Field site, but wish that part of it to remain as an open space within the tree planting programme to replace the trees felled by the development of Site 1. Consideration for a town/village green status for Site 2 was felt ideal to protect the land. Indeed, Mr Chapman commented that an application to protect the land had already been muted to be submitted.

The Chairman, Councillor K Vickers re-opened the meeting.

Minutes of an Ordinary Meeting of the Council held on 23 April 2018, cont'd

Members of the committee continued to discuss and debate the issues surrounding the land, deeming the ultimate goal was to protect the land referred to as Site 2. It was generally felt that an environmental protection akin to the protection of 'Millennium Wood' was a similar case for Site 2 of 'Top Field'. Councillor J P Vickers commented that judging from the comments raised by members of the public representing the Top Field Action Group at the Annual Town Meeting (held on 12 April 2018,) that a public consultation for the site was requested. As development of Site 1 had commenced, we now needed to move on together as a community for Site 2. The common theme of everyone concerned was to protect the land in some way, rather than the ownership of it. It was acknowledged that the town council does not have the background knowledge, resources or expertise to undertake a full consultation of the site, therefore, it was agreed and

Resolved the town council write to North Lincolnshire Council explaining the current position, with a wish for the town council to work in partnership with North Lincolnshire Council to resolve protection of Site 2 of the 'Top Field' site on Ferriby Road, Barton. The expertise and resources of North Lincolnshire Council are required to look at the options and ideas regarding the future of Site 2.

(d) Audit Provision of the Town Council - Internal & External Auditors

The Clerk reported the town council's end of the financial year audits for 2017/2018 was due to commence later this week. The accounting software would be audited this week and the town council's internal auditor would undertake his audit work next week. Councillor K Vickers commented about the cost of the various audits required by the town council which had increased in cost in recent years. The Clerk replied that the audits were necessary regarding openness and transparency of the town council's practices, procedures and finances and were compliant with audit requirements.

Resolved that this be noted.

(e) Approval of the Annual Governance Statement 2017/2018

The Clerk read out the Accounting Statements of the Annual Governance Statement for 2017/2018. Members present agreed to the content, in line with current audit requirements and for the Committee Chairman and the Town Clerk to sign the document for approval on behalf of the town council.

Resolved the Committee Chairman and the Town Clerk/RFO to sign the Annual Governance Statement 2017/2018.

(f) Update & Review the Town Council Inventory List

Members present perused the town council's inventory list, with obsolete equipment deleted and equipment recently purchased and donated added.

Resolved this be noted.

(g) Update & Review of the Town Council's Standing Orders

The Clerk reported this matter had now become urgent to attend to and prioritise. Last week she had been informed by ERNLLCA that revised information was now available for the 2018 format for town and parish councils to base their respective Standing Orders upon. In light of this, she had commenced work on updating them. A draft copy is to be submitted to members of the Finance & General Purposes Committee before the next meeting to be held in July 2018, for consideration and adoption at the meeting.

Minutes of an Ordinary Meeting of the Council held on 23 April 2018, cont'd

Resolved an agenda item to be placed at the next meeting of the Finance & General Purposes Committee to be held in July 2018 to adopt the revised Standing Orders of the town council.

(h) 2017/2018 Budget – Quarterly Summary of Income/Expenditure

Members were furnished with a budget summary of the council's income/expenditure for the period 1 January to 31 March 2018, being the last quarter of the financial year 2017/2018. The Clerk reported that the majority of expenditure was within the budget line allocations of predicted expenditure. Where no budget was shown for the financial year but expenditure had taken place, this had been previously agreed to either be sourced from the town council's earmarked reserves or general reserves. Most budget lines were within the budget allocation for the year with few overspends. The general outturn forecast for the 2017/2018 year is that across all of the budget lines, some savings were made due to careful allocation of spend levels and budgeting. The Town Clerk and Deputy Town Clerk were thanked for their input into this matter.

Resolved the quarterly summary of income/expenditure was noted.

The Chairman, Councillor K Vickers, closed the meeting at 7.50 p.m.

.....Chairman 2 May 2018