



# Barnstaple Town Council

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Mr Robert Ward, Town Clerk

There will be a meeting of the **Finance & General Purposes Committee** on **Wednesday 28th April 2021 at 7.00pm** video conference at the following link, to which you are summoned for the transaction of the undermentioned business.

[Zoom Meeting Link](#)

**Meeting ID:** 836 6758 0319

**Passcode:** 198715

## Questions by the public

There will be a period for questions by the public at a time to be determined by the Chairman. Anyone wishing to ask questions is requested to notify the Town Clerk by 12 noon on the day of the meeting.

## Recording, photographs and filming

In accordance with the Council's Protocol for the Recording or Reporting of Council and Committee Meetings, the press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement of the meeting.

Mr Robert Ward  
Town Clerk  
22<sup>nd</sup> April 2021

## AGENDA

### 1. To receive and approve apologies for absence.

All apologies must be notified to the Town Council offices by 5pm on the day of the meeting.

### 2. To receive any dispensations and disclosable pecuniary or other interests.

### 3. To approve as a correct record the minutes of the Finance & General Purposes Committee meeting held on 22<sup>nd</sup> February 2021.

### 4. Financial Reports

To receive and approve financial statements and budget monitoring reports, and to agree any actions arising.

- a) Budget Variance Report
- b) Bank Transactions Report
- c) Business Direct Reserve, petty cash, and CCLA Deposit Accounts
- d) Aged Debtors and Aged Creditors Analysis, and Nominal Balances
- e) Direct Debit and Credit Card Reports

**5. To receive and note the Internal Audit Report dated 18<sup>th</sup> March 2021 and approve the following recommendations (Attached):**

- a. The de-minimis for inclusion of items on the Asset Register be reduced to £2,000, to incorporate Assets acquired for grounds maintenance.
- b. To recommend the Council Check Credit rating of CCLA.

**6. To consider proposed amendments to Town Council Financial Regulations**

- a. Amend Job titles to reflect current staffing structure throughout document.
  - i. Deputy Town Clerk to Assistant Town Clerk.
  - ii. Amenities & Properties Manager to Estates Manager.
  - iii. Civic & Ceremonial Manager to Events & Communications Officer.
- b. (Financial Regulations Item 6.16) To add the Estates Manager and Administration Manager to the list of officers with permission to hold a Town Council credit card.

**7. To consider a proposal to add a public Wi-Fi system to the Castle Centre that will be accessible within the main hall and meeting room, at a cost of £1,500 to come from NC 9025 IT Support and Upgrades.**

**8. To consider a proposal to fund the Local Cycling and Walking Infrastructure Plan project (previously circulated)**

To contribute up to £7,500 to the project jointly funded with North Devon Council and Torrington District Council to develop proposals for developing plans for walking and cycling across Barnstaple, Bideford and Northam. To be funded from NC9039 Contingency.

**9. To consider a request from Age Concern Barnstaple & District for £7,500 to support their operations for the year 2021-22 (attached).**

The contribution will come from NC 5128 Strategic Community Fund and will require a £5,500 transfer from earmarked reserves.

**10. Matters to be taken in the absence of press and public, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, as the item contains exempt information as defined by Standing Order 81(c, d and f).**

**11. To consider a proposal to provide computer hardware and IT support for councillors.**

**12. To consider proposals for the provision of vehicles for the Estates Team**

- a. Due to the current lease for the Mitsubishi L200 pick up coming to an end to consider an outright purchase.
- b. To consider the hire of a small electric van on a trial basis.