



# Barnstaple Town Council

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Mr Robert Ward, Town Clerk

There will be a meeting of the **Finance & General Purposes Committee** on **Monday 6<sup>th</sup> September 2021** at **7.00pm** in **Guildhall** to which you are summoned for the transaction of the undermentioned business.

## 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  
31<sup>st</sup> August 2021

## Members of the Committee:

Councillors: V Monk, V Elkins, I Roome, J Hunt, J Phillips (Chairman), J Carter, J Wilsher, A Rennles (ex-officio), L York (ex-officio), A Shah, V Nel (vice-Chair), J Coates, J Orange & G Marchewka.

## 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 Monday 12<sup>th</sup> July 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 approve a report to purchase a Committee Meetings Management System (Report & Appendix attached)**
- 6. To receive and approve a report to purchase the Phone box in the Pannier Market (Report & Appendix attached)**
- 7. To consider and approve a proposal to enable staff members to use the Cycle to Work scheme and the purchase of cycle racks for Barum House at a cost of £250 (Briefing document attached)**
- 8. 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).**
- 9. To consider a proposal to develop a Town Council Strategic Plan, Communications Strategy, budget proposals and future service delivery (report to follow)**
- 10. To receive an update following discussions with Age Concern and options for future support.**