



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 6th December 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
26th November 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 5.00pm 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 11th October 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 Interim Internal Audit Report dated 27th October 2021.
6. To note that an Audit of Town Council Health & Safety systems and processes is being undertaken by an external consultant at a cost £750 per day for up to three days.
7. To receive and consider a proposal from Cllr J Carter for the installation of two defibrillators. One to be installed on Forches Avenue and the other at the Barnstaple Social Club, St Georges Rd at a cost of up to £3,000 each.
8. To consider a request from North Devon Council for Barnstaple Town Council to take on the cost of Dog Waste Bins in the town at a cost of up to £6,000 per year for up to 56 bins. Collection in the first instance to be undertaken by North Devon Council waste and cleansing team.
9. To note that a contribution of up to £2,000 has been offered to support the repair of the wiring to the Christmas lights on the Strand and up to £300 towards the ChemoHero Christmas lights.
10. To note that Mayor's medallion needs some repairs and renovation at a cost of up to £1,000. It will not be available for use for up to 2 months.
11. To consider and approve a proposed "Deed of Assignment of Copyright Agreement" for use with volunteers who produce work on behalf of the Town Council (attached).
12. To consider a request from the Community Safety Partnership for a "TAP for North Devon" point to be installed in the Guildhall Café (a similar facility is installed in the window of the High St Tesco). There would be no cost to the Town Council other than the electricity.
13. **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).**
14. To receive an update from the Town Clerk about the Future High Street Fund and potential works to The Guildhall (one attachment).
15. To receive a proposal for the future use of the Guildhall Café as a community space (verbal report).
16. To receive and consider the draft 2022-23 budget for discussion and recommendation (two attachments).