

**BARTON-UPON-HUMBER TOWN COUNCIL**  
**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING**  
**held at Assembly Rooms Queen Street, Barton**  
**WEDNESDAY 5<sup>th</sup> June at 6.00pm**

Councillor A Chapman (Chairman)

Councillors L Bennet, P Vickers, N Jacques, C Patterson, N Pinchbeck and B Troop

Also in attendance T Davis (Town Clerk)

48. **Apologies for Absence**

None.

49. **Declarations of Interest**

None.

50. **Minutes of Meeting held on 6th November 2023 approved and confirmed as a correct record at a meeting of the Town Council held on 6th December 2023**

It was noted that these minutes had been signed as a correct record, for action as necessary, at an ordinary meeting of the Town Council held on 6<sup>th</sup> December 2023

51. **To approve and adopt Terms of Reference 2024-2025**

**AGREED**      **Proposed Cllr A Chapman, Seconded Cllr B Troop**  
 To adopt and recommend to Full Council the Terms of Reference 2024-2025 as presented.  
**Unanimous**

52. **To consider Financial Items –**

a) **Accounts for Payment – Committee to review each months accounts prior to noting at FC**

**AGREED**      **Proposed Cllr A Chapman, Seconded Cllr C Patterson**  
 Accounts for payment – Committee to review each months accounts prior to noting at Full Council  
**Unanimous**

b) **Income and Expenditure April/May 2024**

**AGREED**      **Proposed Cllr C Patterson, Seconded Cllr P Vickers**  
 Noted  
**Unanimous**

c) **Bank Reconciliation April/2024 – Committee to delegate authority to Mayor and Committee Chair/Vice Chair to sign the monthly bank reconciliation.**

**AGREED**      **Proposed Cllr A Chapman, Seconded Cllr P Vickers**  
 Committee to delegate authority to Mayor and Committee Chair/Vice Chair to sign the monthly bank reconciliation.  
**Unanimous**

**d) Recharges received from Champ for utilities at the Assembly Rooms from 2019 at 20.4% totalling £4526.55**

Members discussed quarterly payments would be preferred in the future.  
Town Clerk to check the percentage waste in prior years.

**Action Town Council Full Council agenda July for final decision on management of recharges.**

**AGREED Proposed Cllr B Troop, Seconded Cllr P Vickers**  
Town Clerk authorized to pay 50% immediately and when checks have been made as to the percentage payment for the immediate prior years to pay the second half  
**Unanimous**

**53. Delegation to an Internal Audit Working Group regular monitoring to include review of Council’s Financial Regulations**

**AGREED Proposed Cllr A Chapman, Seconded Cllr B Troop**  
Cllr C Patterson and N Pinchbeck be nominated to make quarterly visits for monitoring of Internal Controls and review of the Financial Regulations.  
**Unanimous**

**54. To propose that we have regular updates on the market to be presented to Full Council and F&GP. Also to include numbers of stalls, the storage unit costs, rental costs and staffing ideas on how to keep regenerating the market so it keeps up with customer demand – Cllr C Patterson**

Cllr C Patterson suggested regular updates on costs and traders. Also the survey of businesses to be commenced to review the footfall in the town when the market is on. Members were interested to hear the nature and number of issues that arise from the market.  
Staff hours to be worked out as a cost.

**AGREED Proposed Cllr C Patterson, Seconded Cllr P Vickers**  
All market information to be distributed to all councillors. Town Clerk to work out the staff costs to run the market.  
**Unanimous**

**55. Creation of a Charity Board to facilitate the Mayoral Charity income each year.**

**AGREED Proposed Cllr A Chapman, Seconded Cllr N Jacques**  
Town Clerk to research with other Town Councils as to the options for looking after and distribution of the Mayors Charity Fund. To obtain quotes for professional help with setting up a Charity Board if that is required.  
**Unanimous**

The Chairman, Councillor closed the meeting at 18:35

.....Chairman 5<sup>th</sup> June 2024