

**BARTON-UPON-HUMBER TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING
held at Assembly Rooms Queen Street, Barton
MONDAY 9th June 2025 at 6.30pm**

Councillor N Pinchbeck (Chairman)
Councillors L Bennet, C Patterson & B Troop
Also in attendance T Davis (Town Clerk)

71. **Apologies for Absence**

Cllr P Vickers (Personal) & Cllr N Jacques (Personal)

72. **Declarations of Interest**

None.

73. **Minutes of Meeting held on 25th November 2024 approved and confirmed as a correct record at a meeting of the Town Council held on 4th December 2024**

These minutes were noted.

74. **To consider Financial Items**

a) **Delegation of authority for Committee to approve monthly payments and the process**

Committee were satisfied that the monthly payment reports are comprehensively completed and to continue supplying to Full Council for information.

b) **Income & Expenditure April/May 2025)**

Committee requested this be shared via email with Full Council.

Committee requested a review of the Finance & General Purposes Committee dates and to increase to 4 with the dates being 2 weeks following a financial quarter to review the financial reports in line with the budget.

c) **Bank Reconciliation April/May 2025 – Mayor or F&GP Committee chairman too sign monthly bank reconciliation**

Chairman to sign the bank reconciliation out of meeting time.

d) **Updates to Financial Questions raised at Full Council 2nd June 2025**

Administration Income Figure was the Grant funding for the new Lift.
Youth Club expenditure is now showing as a pre-payment on the Trial Balance.

75. **Internal Audit Recommendations**

- a) Recommendation 2 – That the value for contracts exceeding £30,000 (inclusive of VAT) be updated in the Standing Orders and Financial Regulations.

Clerk to check if Standing Orders need to be tabled to amend the Procurement limits to £30K as this is in line with legislation.

- b) Recommendation 2 (2024) That the Council carries out a review of the effectiveness of internal controls to comply with Regulation 6 of the Accounts and Audit Regulations 2015

Quarterly visits and written reports to be carried out for Internal Audit Testing. Members of the Finance & General Purposes Committee to undertake the visits.

- c) Recommendation 7 (2024) That a General Reserve Policy be adopted.

Members agreed to adopt a similar General Reserve Policy to Louth Town Council to be approved at the next Full Council in July 2025 and to be uploaded to the website.

- d) Recommendation 15 (2024) That the Council complies with the requirements of the Local Government Data Transparency code.

Members agreed to add to the Action Planner as a new project and to monitor its progress.,

- e) Recommendation 18 (2024) That the Council adopts a publication scheme in compliance with the Freedom of Information Act.

Members agreed to adopt the ICO template – to add to the Action Planner to monitor progress. Town Clerk to share the Microsoft Planner with all Town Council Members as this could be used as one Action Planner.

76. **Fees and Charges**

Should be reviewed annually prior to budgets for the following year. To review this year in October 2025.

All fees and charges to remain the same and to add £25 per hire per event of up to 2 weeks for the radios. Hire agreement must be completed and signed.

The Chairman, Councillor N Pinchbeck closed the meeting at 7.06pm

..... Chairman 9th June 2025