

**BARTON-UPON-HUMBER TOWN COUNCIL**  
**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING**  
**held at Assembly Rooms Queen Street, Barton**  
**MONDAY 24<sup>th</sup> November 2025 at 6.15pm**

Councillor N Pinchbeck (Chairman)  
 Councillors L Bennet, C Patterson & B Troop, P Vickers and N Jacques  
 Also in attendance T Davis (Town Clerk) and Cllr K Vickers

**335. Apologies for Absence**

None.

**336. Declarations of Interest**

None.

**337. Minutes of Meeting held on 22<sup>nd</sup> September 2025 approved and confirmed as a correct record at a meeting of the Town Council held on 3<sup>rd</sup> October 2025**

These minutes were noted.

**338. To consider Financial Items**

**a) Bank Reconciliation October 2025 – Mayor or F&GP Committee chairman to sign monthly bank reconciliation**

Cllr N Pinchbeck to sign all reconciliations this week.

**b) Budget to 31<sup>st</sup> October 2025**

Noted

**c) Income & Expenditure 31<sup>st</sup> October 2025**

Noted.

**d) Risk Management**

Town Clerk explained the final report will be presented to Full Council 1<sup>st</sup> December 2025.

**e) Internal Audit Control**

Cllr B Troop went through the initial recommendations.

Publication Scheme

- The Council must have an approved Publication Scheme and publish it on its website.
- Risk Management  
 Noted that the Risk Management document is currently under review and will be published on the website once finalised.

- CCTV Policy  
The Council must adopt a CCTV Policy. For best practice, this policy should also be published on the website.
- Insurance  
I have reviewed the Council's insurance policies. The Employer's Liability Insurance certificate must be published on the website. Publishing other key insurance details is recommended as a matter of good practice and transparency.
- Committee Term of Reference  
Reviewed the Terms of Reference for each committee. For best practice, these could be published on the Council's website.
- Annual Town Council Meeting  
This meeting must start with the election of the Chairman/Mayor, a statement from the outgoing mayor and all other relevant business should be after this on the agenda.
- Annual Parish/Town meeting  
It is best practice to publish the agenda and minutes of the Annual Parish/Town Meeting on the Council's website. These should not be placed under "Council Business," as this meeting is not a council meeting.

339. **Budget 2026-2027**

**Proposed Cllr P Vickers, Seconded Cllr B Troop**

To agree the budget as amended and present to Town Council a precept of £291452  
**APPROVED**

340. **Assembly Rooms**

a) **Recommendations from Assembly Rooms Working Group**

Covered within the budget discussion and to incorporate the Working Group into the Finance & General Purposes Committee

The Chairman, Councillor N Pinchbeck closed the meeting at 19:15

..... Chairman 24<sup>th</sup> November 2025