

BARNSTAPLE TOWN COUNCIL  
Minutes of Finance and General Purposes Committee  
Monday 11th December 2023 at 7.30 pm  
The Guildhall, Butcher's Row, Barnstaple

Present: Councillors:

V Elkins, J Hunt, J Phillips (Chair), L York, J Coates, J Orange (Vice-Chair), I Williams and M Pullen

Also in attendance:

R Ward, Town Clerk

Cllr J Challis

Mr S Watts, Nova Surveyors

Members of the Public:0

Apologies for absence:

V Monk, T Clarkson and G Marchewka

**64 To receive and approve apologies for absence.**

Apologies and reasons for absence were received and approved (NC)

**65 To receive any dispensations and disclosable pecuniary or other interests.**

Cllrs J Hunt, L York and J Orange as members of North Devon District Council, have a dispensation under SO66 to discuss and vote on any item on the agenda unless the item refers to a financial or legal agreement or dispute between the two authorities.

**66 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 23 iv (NC).**

**67 Building Surveys, Condition Reports and Project Delivery.**

An Invitation to Tender was issued in September inviting tenders for:

1. Buildings Survey Reports detailing the current condition of all Town Council buildings and built assets and devising a planned maintenance schedule to inform future budget considerations.
2. Ongoing advice and support for maintenance and projects.
3. To act as Lead Project Officer for Town Council estate related projects.
4. For a Contract Term of up to Five Years.

RESOLVED:

1. To approve the appointment of Supplier One as per the evaluation of tenders supplied in the committee report (NC).
2. To approve the appointment for a period of up to five years, to enable continuity (NC).

RESOLVED TO NOTE: That due to the nature of the Town Council buildings, most of which are listed Grade II or higher a requirement for a competent professional with relevant specialist conservation

knowledge, ability and experience is required, which limited the number of tenders to two (NC).

**68 RESOLVED: To return to the public meeting and allow visitors to return (NC).**

**69 Exterior Refurbishment of The Barnstaple Guildhall**

Mr S Watts of Nova Surveyors joined the meeting to answer questions on this item.

The Committee discussed issues that relate to the forthcoming refurbishment, tenders due for return and evaluation week commencing 18<sup>th</sup> December, and decisions that will need to be considered, including:

- The colour scheme that will need to be decided by the meeting on 22<sup>nd</sup> January 2024. The choice of colour could have an impact on cost because of the amount of preparation and number of coats of paint required for certain colours.
- Security issues, the scaffolding around the building could compromise security, the insurance company has already been informed of the works.
- Contractor welfare facilities will need to be provided, a discussion will need to be had with North Devon District Council about access to space in the Pannier Market. This will depend on the approach taken by the successful contractor.
- Signage on the building will need to be considered, it will be a Historic England requirement, we will need to advertise what is taking place and we will need to provide an alternative form of Council noticeboard so that meetings can be advertised.
- There may be a requirement for a project specific working group.

The committee noted the report and thanked Mr Watts for his attendance at the meeting.

**70 Minutes of the last meeting**

RESOLVED: That the minutes of the meeting held on 13<sup>th</sup> November 2023, are approved as a correct record and signed by the Chairman. (NC)

**71 Financial Reports**

All the Finance reports including the:

- Budget Monitoring Report.
- Bank Transactions.
- Aged Creditors and Debtors.
- Direct Debits.
- Credit Card Payments.
- Nominal Balances

were reviewed under the one item.

RESOLVED: To approve and note the budget monitoring and financial reports for November 2023 (NC)

**72 Albert Clock Security.**  
The Committee noted that Albert Clock has been subject to several break ins to the tower and that officers are considering options for increased security that will be brought to a future meeting for consideration (NC).

**73 Budget 2024-25 Discussion**  
RESOLVED TO NOTE: That a discussion will take place at the next meeting and that the Tax Base for 2024-25 has not yet been received from North Dervon District Council (NC).

**74 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 23 iv (NC).**

**75 St John's Community Centre update.**  
The Committee RESOLVED to note that:  
- the building is currently still not open for public use, due to the leaking roof.  
- The Pickwell Foundation have been allowed to use the main hall for the storage and distribution of donated clothes for refugees.

Lease Renewal:  
- The Town Council have been contacted by the Landlord's agent with a proposal for lease renewal with the terms as detailed in the attached document.

Meeting closed at 9.00 pm.

Chairperson.

Signed: .....

Dated: .....