



Minutes of a Finance and General Purposes Committee Meeting, held in the Town Council Committee Room, Manor Offices, Holsworthy, Wednesday 26th February 2020.

Present: Cllr. Allen, , Cllr. Tallon, Cllr. Parker & Cllr. Shepherd

In Attendance: Town Clerk (TC)
Assistant to The Town Clerk (ATTC)

1178. Apologises for absence
Cllr. Heaven & Cllr. Hutchings

1179. Declaration of Interests
The Chairman requested that Cllrs. declare any interests as relevant matters arose.

1180. Finance and General Purposes Committee Meeting Minutes
Cllr. Shepherd proposed that the minutes of the Meeting held on 29th January 2020 be signed as a true and accurate record. This was seconded by Cllr. Tallon and agreed. (Vote; 3 For, 0 Against, 1 Abstention.)

1181. Matters Arising
Item 1171 Cllr. Shepherd requested an update on the Grill/Shutter in the TC office in the Manor Offices. TC confirmed that TDC will be going ahead with a new shutter which will be user friendly, she is awaiting an installation date.

Item 1172 Cllr. Allen stated that works in Penrose Terrace are ongoing. A builder is being sought to complete the remedial works required after the leaks. Several builders have been contacted but all are busy, so other ones are being contacted.

Item 1173 The TC confirmed that the Church will be able to access official photographs in respect to the Protocol of Marking the Death of a Senior National Figure. The Council will therefore use these photos at the 2 locations agreed in the Protocol, St. Peters Church and the Market Hall.

1182. Accounts due for Payment and Budget Review
The TC went through the Accounts due for Payment.
Cllr. Allen proposed the accounts be paid. This was seconded by Cllr. Shepherd and agreed. (Vote 4 For, 0 Against, 0 Abstentions).
The TC went through the Budget Sheet and confirmed the current expenditure for the VE Event and the final expenditure for the Christmas event 2019. The TC mentioned in the last Parks Committee it had been recommended that if there is an underspend on the Park Budget at the end of 2019/20 it should be placed into an Earmarked Reserve for Parks Projects in 2020/21. There is also an underspend on the Grants budget which could also to be deposited in an Earmarked Reserve for 2021. Any changes into, or out of the Earmarked Reserves would have to be approved at a Council Meeting.

1183. To ratify the appointment of Independent Auditors/Accountants for the financial year 2019/2020
Two quotes had been received. Cllr. Allen stated that the appointed Auditor must be qualified to be able to carry out the Audit and have the relevant Insurance cover.
Cllr. Allen proposed that Gareth Pollard Accounting are to be appointed, subject to relevant information being confirmed. This was seconded by Cllr. Tallon and agreed. (Vote 4 For, 0 Against, 0 Abstentions).

1184. To give an update on the WW2 VE Day 75 years Commemorations.

TC explained that an Awards for All funding application for the event has been completed, with a decision expected in about 12 weeks. The tree carving, lectern and benches were confirmed as items that the Council would wish to pursue subject to the funding being confirmed:

- TC, Mayor, Cllr Allen & Cllr. Shepherd to attend a meeting with the Tree Carver to confirm works and explain a proposed design and cost with the works to be finished for Remembrance Sunday.
- A circular VE Day Memorial Bench to be pursued for around the Great Tree. Cllr. Allen requested that an additional bench be purchase for around the Pump to match the other 3 benches. Cllr. Parker confirmed that interviews have started with Holsworthy College. Ian Parker and Geoff Cusick are leading on this project with the finished film being accessible in the Library and kept as an important oral archive.
- The TC requested the contact details from Cllr. Parker of the teacher at the College that is currently involved with the interviews as there may be other VE Day works they can assist with.

The ATTC relayed the following:

- Cllr. Heaven has suggested 30 tables in a line. These will be decorated, bunting and table cloths are to be purchased with some VE Day memorabilia.
- Last VE Meeting Cllr. Kenneally was going to make contact with St Peter Fair Committee to confirm if the Council can borrow a few small round tables and chairs.
- Rotary will be doing a Cake stall.
- Lions are doing hot food/Burger stall.
- The Town Council will be selling Cream Teas, prepared and brought from the Market Hall down into the Square.
- Music has now been booked and will play music of that era.
- Large celebratory 75th Anniversary VE Day cake is to be made. Slices to be given to the Community.
- The HATS Theatre will be doing a production.
- All Events are to be put into a leaflet by the Council with it being delivered by the Cadets to all the town.
- Arrangements for the next VE meeting are yet to be scheduled.

Cllr. Tallon reminded everyone that all Cllrs. and staff have an open invite to the Kings Arms, on the 8th May with traditional food and music of that era. The ATTC confirmed an email had been sent to all Cllrs in relation to this.

1185. To authorise expenditure on works required at Penroses Terrace.

Emergency plumbing works have been carried out to the house at Penrose Terrace. The TC had sanctioned the works under the Council's Financial Regulations in conjunction with Cllr. Allen as the Chair of F&GP Committee and is seeking retrospective approval for the works at a cost of £503. The Council Insurers have been informed

Cllr. Parker proposed the expenditure of £503 to date be approved. This was seconded by Cllr. Tallon and agreed. (Vote 4 For, 0 Against, 0 Abstentions).

Additional works will be required to make good after the plumbing works are completed. The TC is currently seeking a builder to complete the works. Several have been contacted but are unable to complete these works due to busy schedules.

The TC confirmed that the current tenants had signed a tenancy agreement, included in this was a statement in relation to windows being left open for the control of damp and mildew.

Cllr. Shepherd requested how often are checks completed on the house. TC confirmed that this should be done every 6mths. Last inspection was completed approximately 8 1/2 mths ago.

Cllr. Allen suggested that the tenants, once the works have been completed, should be informed that they need to redecorate some of the internal walls.

1186. To consider the Councils Risk Register for 2020/2021

TC confirmed that this is to be ratified at the next Full Council meeting on the 3rd March but was bringing it to this Committee for discussion. Cllr. Shepherd agreed to go through the Risk Register

and if required make any suggestions for amendment prior to the Council meeting on the 3rd March. Cllrs. discussed the broken chairs in the Council Chamber and how high the risk of another one breaking would be. The TC has raised this with TDC in the past, but they only offered to replace with second-hand chairs which Cllrs had turned down.

1187. To consider the purchase of a water bowser.

At the last Parks meeting it was agreed that F&GP Committee be recommended to agree that, if one can be found, a second hand Water Bowser be brought up to the value of £1,000 with the consent of the Mayor and the Chair of F&GP Committee. One has yet to be found, the bowser and the trailer have to be roadworthy and capable of holding at least 500 litres.

Cllr. Parker proposed the purchase of a Water Bowser up to the limit of £1,000. This was seconded by Cllr. Tallon and agreed. (Vote 4 For, 0 Against, 0 Abstentions).

The TC mentioned the problems with the water supply in Badock Garden. After discussion it was agreed with Cllrs that a Water Company/Plumber be asked to attend Badock Gardens to look into the flow of water. Also discussed was the possibility of harvesting water, but due to the amount that is needed this would not be viable.

1188. Town Clerk's Report – to receive a report from the TC for information only.

Several complaints have been brought to TC in reference to the damaged caused by a van used to complete the maintenance tasks in Stanhope Park. The people concerned have been spoken to.

The TC has received a complaint that during the current bad weather a fence has blown down on the path leading down to the College and which back onto houses on Sanctuary Road. This fence is not the responsibility of the Council and DCC has also confirmed it is also not theirs. It appears therefore that the fence in question belong to the College or is privately owned.

Cllr. Allen volunteered to look into this and comeback to the TC with his findings.

1189. Close

Cllr. Allen closed the meeting at 5.53pm

Signed.....

Date

HOLSWORTHY TOWN COUNCIL FEBRUARY 2020

Date	Pay To	Voucher	Gross	Nett	VAT	Reason	Budget Allocation
03.02.20	CF Corporate Finance	Internet	£179.39	£149.49	£29.90	Quarterly Rental Charge	Office
04.02.20	BP Oil Ltd	Direct Debit	£26.75	£22.29	£4.46	Petrol - Vehicle	Vehicle
06.02.20	J Heaven	Internet	£35.00	£35.00		Expenses - Burns night	Mayors Allowance
06.02.20	J Heaven	Internet	£15.30	£15.30		Mileage	Mayors Allowance
06.02.20	St Peters Fair Entertainment Committee	Internet	£250.00	£250.00		Stage hire expenses	Xmas Events
06.02.20	Market Assistant 1	Internet	£50.00	£50.00		Market Assistant	Market
06.02.20	Communicorp	Internet	£100.00	£100.00		Local Councils & Clerks Subscription	Office
06.02.20	Tindle New spaper Cornw all Ltd (Hols Post)	Internet	£91.73	£76.44	£15.29	Advert - Hols Post Xmas Events	Xmas Events
06.02.20	Devon Communities Together	Internet	£50.00	£50.00		Membership subscription	Office
10.02.20	Gradwell Communications Ltd	Direct Debit	£9.36	£7.80	£1.56	Telephone calls	Office
11.02.20	Flandscape	Internet	£589.34	£491.12	£98.22	Maintenance Stanhope Park Dec 19	Parks
11.02.20	Flandscape	Internet	£589.34	£491.12	£98.22	Maintenance Stanhope Park Jan 20	Parks
11.02.20	SSE	Internet	£18.19	£17.33	£0.86	Unmetered electricity Stanhope Park	Parks
11.02.20	Mole Valley Farmers Ltd	Internet	£22.49	£18.74	£3.75	Broom Handle	Tools & Equipment
11.02.20	Mole Valley Farmers Ltd	Internet	£5.48	£4.57	£0.91	Gloves	Tools & Equipment
11.02.20	Holsworthy Town Band	Internet	£125.00	£125.00		Band costs for Xmas Switch On & service	Xmas Events
11.02.20	BRC Heating and Plumbing Ltd	Internet	£334.38	£278.65	£55.73	Emergency Plumbing - Penrose Terrace	Penroses
12.02.20	Amazon UK	Debit Card	£9.30	£7.74	£1.56	Fountain Pens	Office
14.02.20	BP Oil Ltd	Direct Debit	£0.60	£0.50	£0.10	Card fees	Vehicle
17.02.20	Market Assistant 1	Internet	£50.00	£50.00		Market Assistant	Market
17.02.20	Acuiti Properties	Internet	£250.00	£250.00		Market Storage	Market
20.02.20	PCS Ltd	Direct Debit	£73.80	£61.50	£12.30	Photocopying	Office
20.02.20	White Hart Hotel	Internet	£141.00	£141.00		CCG Meeting	Misc
20.02.20	J Hutchings	Internet	£50.00	£50.00		CCG Meeting	Misc
20.02.20	Arthur Stewart	Internet	£90.00	£75.00	£15.00	Emergency Plumbing - Penrose Terrace	Penroses
20.02.20	Market Assistant 1	Internet	£50.00	£50.00		Market Assistant	Market
20.02.20	Fields in Trust	Internet	£65.00	£65.00		Membership subscription	Parks
20.02.20	Hugh Harris Ltd	Internet	£212.40	£177.00	£35.40	Replacement guidance labels outdoor gym	Parks
20.02.20	Crisp and Dry	107671	£81.80	£81.80		CCG Meeting	Misc
24.02.20	V. Saunders, K. Wilcox, G. Wilcox	Internet	£4,325.59	£4,325.59		Salaries February 2020	Salaries
25.02.20	Moo Cow Studios via EBAY	Debit Card	£58.45	£58.45		VE Day Flags	Events VE Day
25.02.20	New Image via EBAY	Debit Card	£59.70	£59.70		Union Jack Paper Plates	Events VE Day
26.02.20	Viking	Internet	£53.80	£44.83	£8.97	Paper	Office
26.02.20	Tindle New spaper Cornw all Ltd (Hols Post)	Internet	£84.00	£70.00	£14.00	New spaper Advert Grants & Freeman	Advertising
26.02.20	Tindle New spaper Cornw all Ltd (Hols Post)	Internet	£67.20	£56.00	£11.20	New spaper Advert Grants & Freeman	Advertising
27.02.20	Cash	107672	£49.28	£49.28		Petty Cash Jan & Feb	Office
27.02.20	D H Parker	Internet	£187.60	£187.60		Expenses	Cllr's expenses
27.02.20	Market Assistant 1	Internet	£25.00	£25.00		Market 1/2 session	Market
27.02.20	NEST	Internet	£375.01	£375.01		Pension payments VS, KW, GW Feb 20	Salaries
TOTAL			£8,851.28	£8,443.85	£407.43		

PETTY CASH

Date							
03.02.20	Milk		£1.59				
05.02.20	Milk		£1.59				
10.02.20	Milk		£1.59				
13.02.20	Car Parking		£2.00				
			£6.77				
TOTAL			£13.54				

COUNCIL RECEIPTS

Date	Paid By	Council	Nett	VAT	Reason	
03.02.20	Credit	£625.00	£625.00		Rent - Bowling Club	*
04.02.20	Credit	£108.00	£108.00		Market Hall Inv 91/2020	*
06.02.20	Cheque	£46.00	£46.00		Market Stall x 4 weeks - Ede	*
06.02.20	Cash	£60.00	£60.00		Market Hall Waitrose Inv 83	*
06.02.20	Cash	£100.50	£100.50		Market Takings 29.01.20	*
06.02.20	Cash	£111.50	£111.50		Market Takings 05.02.20	*
10.02.20	Credit	£250.00	£250.00		Magpie/RBL Rent	*
10.02.20	Credit	£30.00	£30.00		Market Hall Inv 87 Labour Party	*
14.02.20	Credit	£240.00	£240.00		NHS CCG	*
17.02.02	Credit	£90.00	£90.00		Mayors Ball GTTC x3	*
19.02.20	Cash	£122.50	£122.50		Market Takings 12.02.20	*
19.02.20	Cheque	£60.00	£60.00		Mayors Ball - Reader x 2	*
19.02.20	Cheque	£60.00	£60.00		Mayors Ball - Tallon x 2	*
19.02.20	Cash	£124.50	£124.50		Market Takings 19.02.20	*
24.02.20	Credit	£60.00	£60.00		Mayors Ball BTC x 2	*
24.02.20	Credit	£60.00	£60.00		Mayors Ball x 2 Bond	*
25.02.20	Cheque	£90.00	£90.00		Mayors Ball - Northam TC x 3	*
25.02.20	Cheque	£60.00	£60.00		Mayors Ball - Harris x 2	*
25.02.20	Credit	£595.64	£595.64		HMRC Refund VAT Dec 19 & Jan 20	*
28.02.20	Credit	£90.00	£90.00		Mayors Ball x 3 Barns TC	*
28.02.20	Credit	£600.00	£600.00		Rent - Penroses Terrace	*
TOTAL			£3,583.64	£3,583.64		