



**Minutes of a Finance and General Purposes Committee Meeting, held in the Town Council Committee Room, Manor Offices, Holsworthy, Wednesday 29<sup>th</sup> January 2020 at 4pm.**

**Present:** Cllr. Allen, Cllr. Heaven, Cllr. Tallon, Cllr. Hutchings & Cllr. Shepherd

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

**1165. Apologises for absence**

Cllr. Parker

**1166. Declaration of Interests**

The Chairman requested that Cllrs. declare any interests as relevant matters arose.

**1167. Finance and General Purposes Committee Meeting Minutes**

**Cllr. Tallon proposed that the minutes of the Meeting held on 27<sup>th</sup> November 2019 be signed as a true and accurate record. This was seconded by Cllr. Shepherd and agreed. (Vote 5 For, 0 Against, 0 Abstentions).**

**1168. Matters Arising**

Nothing raised

Cllr. Heaven left the meeting at 4.01pm

Cllr. Heaven returned to the meeting at 4.02pm

**1169. Accounts due for Payment and Budget Review**

The TC went through the Accounts due for Payment and pointed out the Tax and National Insurance contributions related to all three members of staff for a quarter. A credit will shortly be received to reimburse the funds paid on a faulty pair of boots.

**Cllr. Heaven proposed the accounts be paid. This was seconded by Cllr. Tallon and agreed. (Vote 5 For, 0 Against, 0 Abstentions).**

The TC went through the Budget Sheet. Cllr. Shepherd requested confirmation of the expenditure to Cornish Tractors. TC confirmed that this was the MOT and the service for the Councils vehicle. The Market Hall is continuing to do well with bookings. However, the weekly Market is still losing money. Cllr Shepherd requested confirmation of the new "Offer" for new traders. ATTC confirmed that this was actioned yesterday and already has 2 new traders.

**1170. To receive an update and make any recommendations on the final expenditure and income in relation to the Christmas Events.**

The TC went through the Christmas Event income and expenditure sheet and confirmed the Council are still awaiting invoices for the stage hire expenses and from the Town Band for the Christmas Switch On and the Carol Service. The Lions donation of £100 for the Christmas Eve Carols is still to be received as well.

As part of the overall budget for the Christmas Events it was agreed that if necessary up to £1,700 could be taken from the Sinking Fund Reserve however to date only £1,212.76 of this has been spent.

**1171. To discuss a contribution from the Council to works required in the Town Clerks office.**

The TC informed members that her office has been without natural light for over 3 months now due to the broken security shutter. TDC has obtained two quotes for a replacement; the cheapest quote was for a shutter that had a locking mechanism at the bottom of the shutter which the TC couldn't access, the other more expensive option would enable the shutter to be opened and closed automatically. TDC have asked the Council if they would be willing to contribute £255 + vat being the difference between the two quotes.

Cllr. Allen felt that as the Town Council does not own the building and is not responsible for the repair of the building then the Council should not make a financial contribution to the shutter. After discussion it was agreed that Cllr. Hutchings will make contact with TDC with reference to the costing and that no payment is to be made.

**Cllr. Allen proposed that at this stage no payment to be made towards works to be carried out to repair the shutter in the Town Clerks office with Cllr. Hutchings to make contact with TDC in relation to the works required. This was seconded by Cllr. Heaven and agreed. (Vote 5 For, 0 Against, 0 Abstentions).**

**1172. To authorise expenditure on emergency works required at Penroses Terrace.**

Emergency plumbing works have been carried out to the house at Penrose Terrace, this included a call out of a plumber to allow a water supply to the building until the required plumbing works could be carried out on the 27<sup>th</sup> January. The TC had sanctioned the works under the Council's Financial Regulations and is seeking retrospective approval for the works.

Additional works that may be required are the hire of a Dehumidifier due to the wet walls (plus a contribution to the cost of the electricity) plus some replastering of the walls.

**Cllr. Allen proposed a sum of up to £600 be approved and allocated for the works. This was seconded by Cllr. Shepherd and agreed. (Vote 5 For, 0 Against, 0 Abstentions).**

Cllr. Allen suggested that the TC contacts the Council Insurers for further advice and guidance.

**1173. To discuss the purchase of official photographs.**

The Council has previously approved at Full Council a Protocol for Marking the Death of a Senior National Figure. Within the Protocol is the requirement for 2 official photographs of the Queen and Prince Phillip.

The purchase of the framed and mounted photographs had previously been discussed at the October 2019 meeting of this Committee where it had been agreed to try and find cheaper photos of the photos. This had not been successful, however. Cllr. Allen suggested that further research was required, and that other Parishes be contacted to find out what they would be doing regarding the photos. If there is no alternative after a full investigation, then the two photos be purchased.

Cllr. Allen requested a copy of the Protocol.

**Cllr. Heaven proposed the 2 Official Photographs are to obtain from the Office Budget at a cost of £95 each if suitable cheaper photos could not be found. This was seconded by Cllr. Tallon and agreed. (Vote 3 For, 2 Against, 0 Abstentions).**

**1174. To discuss and approve the funding contribution towards the Institute of Place Management Workshop on the 29<sup>th</sup> January 2020.**

The Mayor and the TC had previously met with the TDC Economic Development Officer regarding the arrangements for the Institute of Place Management Workshop and had agreed that the cost of the hire of the Hall and the cost of refreshments of £207 would be met by the Town Council.

**1175. To Receive an Update from the TC, on the Earmarked Reserves of the Council and to recommend the current projects to be brought forward into the Earmarked Reserves for the financial year 2020/21.**

The TC presented lists of the current unfinished projects for 2019/20 and the Earmarked Reserves of the Council for discussion and for final approval at the March Council Meeting.

After discussion it was agreed that the 2019/2020 projects and their associated funding should be amalgamated with the agreed projects for 2020/2021 as follows:

Signage into Town and Gateways projects be amalgamated as Signage and Gateway Projects - £9,500  
Lamp post Banners and Lamp post replacements now Replacement Lampposts and Banners - £20,000

Viaduct £5,000 this project to remain open for at least the next 12 months with a view to examine the situation again.

Lighting for the Outdoor Gym to be progressed asap – Cllr. Allen suggested that the TC make contact with DCC and ascertain the current lighting situation and mains supply to that area. The TC confirmed that Parks had previously agreed Solar Lighting for that area of the Stanhope Park. The TC is trying to make contact with DCC regarding the Streetlights in the Square but will also include this in their discussions.

**1176. Town Clerk's Report** – to receive a report from the TC for information only.

TC reported to all members that the Police have been in contact and would like to know if it would be prepared to accept a restorative justice outcome for the damage of the flowers in the flower beds or if a financial contribution towards the flowers would be a consideration. All Cllrs agreed for the TC to contact the Police and discuss the best outcome, a Cllr has offered to assist if needed.

Cllr. Shepherd requested clarification on some of the items in the Earmarked Reserve.

Bus Shelter - the Mayor and TC are currently in discussions with someone about old and new style photography.

IT Tablets - Cllr. Shepherd queried why this was still on the Earmarked Reserve List as it was agreed that Cllrs are no longer wanting this item. Cllr. Hutchings confirmed that approx 36 people at TDC now have these and it is a great way of helping the current climate change agenda

Public Realm - TC confirmed no longer an item

Market Barriers - To be discussed in March 2020.

The TC stated that all of these will be discussed again at the next Full Council meeting.

**1177. Close**

Cllr. Allen closed the meeting at 4.36pm

Signed.....

Date .....