



Minutes of a Finance and General Purposes Committee Meeting, held in the Town Council Committee Room, Manor Offices, Holsworthy, Wednesday 17th July 2019

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

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

1116. Apologies for absence

Cllr. Hutchings

1117. Declaration of Interests

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

1118. Finance and General Purposes Committee Meeting Minutes

Cllr. Shepherd proposed that the minutes of the Meeting held on 29th May 2019 are to be signed as a true and accurate record. This was seconded by Cllr. Heaven and agreed. (Vote 5 For, 0 Against, 1 Abstentions).

1119. Matters Arising

Item 1110

Cllr. Shepherd requested an update on the updated rota or a work schedule of rubbish clearing, recycling etc around the Town. The TC confirmed that she is still awaiting a response.

Item 1112

Cllr. Heaven stated that the current budget of £500 for all of the hanging baskets on each of the lampposts in the Town Square, brackets, oil drums, flowers and soil may be exceeded. The TC is aware of this and any additional funds required will be subject to an agreed virement from another budget heading.

Cllr. Heaven thanked the Maintenance Operative for all his help in making the Square look amazing.

Item 1113

No cheque has been received as yet. Cllr. Allen stated that suitable locations for the benches in the Park should be decided by the Parks Committee.

Item 1114

Cllr. Shepherd requested an update in relation to the two replacement signs which are needed for the Playground and also the two plaques and stakes required for the Queens Canopy Tree and the BBC Communitree. The TC confirmed that they have been received and the Maintenance Operative will put them in place.

Item 1114

Cllr. Heaven asked for an update on the Maintenance Operative taking a weed spraying PA1 & PA6 Course. The TC confirmed that this is still to be considered.

1120. Accounts due for Payment and Budget Review

The TC went through the Accounts due for Payment. The Market Hall hire is doing well, with several regular bookings, the TC explained the Council receive 85% of the booking fees and the remainder goes to TDC.

The Market takings had declined, but the Council have acquired a further 3 new traders but are losing one regular.

The TC confirmed that cheque number 107543 has been cancelled due to the name of Payee to be changed.

In line with SLCC recommendations the Council now have Cyber Insurance.

Cllr. Allen asked for clarification on the BP Oil Ltd payment. The TC confirmed that this is a Direct Debit set up with BP for fuel for the Polaris as this was now paid via an account rather than via Petty Cash.

Cllr. Johns proposed the accounts be paid. This was seconded by Cllr. Parker and agreed. (Vote 6 For, 0 Against, 0 Abstentions).

The TC went through the Budget Sheet and, as agreed previously, regular grants issued by the Council each year are now recorded as a total budget and headed "Annual Grants".

Cllr. Allen requested clarification of the groups included; the TC confirmed:

Peter Bakel

Holsworthy Rural Community Transport

Holsworthy Carnival

St Peters Fair

Holsworthy Youth Centre

Cllr. Heaven questioned the electricity payments during St Peters Fair Week. The TC confirmed that at present the Council pay for the electricity usage. After discussion, it was agreed that a breakdown of the electricity used over Fair Week be sought and looked into for next year for a possible donation to the Council for the cost of the electricity used.

1121. To discuss and agree the provisional expenditure on the Civic Lunch to be held in September 2019.

Cllr. Heaven informed members that it had been agreed that the Council would hold a Civic Lunch/Dinner in March 2020. All ticket sales proceeds would go to the Mayors Charities: the Youth Centre & Flowers for the Town.

The following Cllrs confirmed that they will be willing to be involved in the Working Group: Cllrs Heaven, Cllr. Keneally, Cllr. Tallon and Cllr. Brown.

The ATTC had contacted all neighbouring councils to request the dates of when their Mayor/Mayorress planned events are on so that the Town Council's Mayor and or Deputy Mayor can attend. Cllr. Heaven, as Mayor, stressed it is important to maintain good relationships with our surrounding Councils.

1122. To discuss and agree the provisional expenditure on a Cream Tea and a Film Event

It had been suggested at previous F&GP and Parks Committees that Cream Tea and a Film events be held in Badock Gardens. It was agreed that a total expenditure budget be set of £1500 for the 2 events. The Film event would be a ticket entry and the proceeds would go to the Mayors Charity with the events hopefully taking place in August/September 2019. Cllr. Heaven will investigate the cost of holding such a film event with the understanding that it would be for families enabling them to bring a picnic.

Cllr. Shepherd proposed that a provisional budget be set of £1,500 for the Cream Tea and the Film Event, with the expenditure met from the Events budget. This was seconded by Cllr. Allen and agreed. (Vote 6 For, 0 Against, 0 Abstentions).

1123. To discuss the expenditure on the update of the Mayoral Chain of Office.

The TC has obtained a quote in relation to a backing collar for the Mayor's Chain and for the chain itself being re-gilded and polished. The ribbon on the Mayors Consort Insignia needs replacing and the cost of this is also contained within the quote along with the cost for new cases to ensure that the chains are not rubbed or tarnished in anyway.

Cllr. Shepherd asked whether the final cost offered included VAT. The TC confirmed that the figures supplied were exclusive of VAT and that the funds for the expenditure could be taken from the Sinking Fund and the Rural Energy Fund Reserves.

After discussion, Cllr. Allen suggested that a further quote be sought.

Cllr. Heaven also suggested that as the Council has an older secondary chain this could be used by the Mayor when attending Civic Events whilst the existing chain is repaired

1124. Town Clerks Report

The flowers in The Square look wonderful thanks to the work of the Maintenance Operative. The ATTC stated that the stencils for the barrel planters will be ready for collection on Thursday 18th July.

There are no planned Council meetings in August, however Christmas Working Group and VE Day Working Group meetings will be arranged in this month to discuss the plans for these events. Also, in September it is proposed to hold a meeting to discuss a draft Town Council Protocol to include all civic events that the Council plan directly and those which the Council/Mayor is invited and/or takes part in.

1125. Close.

Cllr. Allen closed the meeting at 6pm.

Signed.....

Date

