



Minutes of a Finance and General Purposes Committee Meeting, held in the Town Council Committee Room, Manor Offices, Holsworthy, Wednesday 27th March 2019

Present: Cllrs. Heaven, Hutchings, Sanders, Shepherd & Watson.

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

1086. Apologies for absence
Cllr. Allen

1087. Declaration of Interests
The Chairman requested that Cllrs. declare any interests as relevant matters arose.

1088. Finance and General Purposes Committee Meeting Minutes
Cllr. Sanders proposed that the minutes of the Meeting held on 27th February 2019 are to be signed as a true and accurate record. This was seconded by Cllr. Watson and agreed. (Vote 4 For, 0 Against, 0 Abstention).

1089. Matters Arising
Items 1068/1056

Cllr. Watson asked for an update on the Sports Pitch transfer.

The TC confirmed that the levels of the Pitch have been checked to ascertain if they are in accordance with the 2015 revised Planning Application. The Council are continuing to work with the District Council to get the Pitch ready for the 2019 season.

Items 1068/1056

Cllr. Watson requested an update on the replacement of the play equipment and the transfer of the land. The TC confirmed as per the Full Council meeting on 6th March the land transfer has been agreed but the Council is still awaiting the funds agreed for the new play equipment and the legal documentation to enable the land transfer to go ahead .

5.35pm Cllr. Shepherd arrived.

Item 1083

Cllr. Watson asked for an update on the broken piece of outdoor gym equipment. The TC confirmed that a quote has been sought for an independent report on the broken item and this will be discussed at the next Parks Committee.

1090. Accounts due for Payment and Budget Review

The TC went through the Accounts due for Payment. The Deputy Mayor's Chain of Office name bars are now up to date. The Mayor's Chain of Office shields still require the engraving to be updated. The new Council Notice board has been ordered.

The Market Hall hire is doing well, with several regular bookings. Cllr. Watson asked how much of the booking charge does the Council retain. The TC confirmed 85% is retained.

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

The TC then went through the Budget Sheet and Project Expenditure. The Market Trailers are still to be sold with the funds received to be allocated to the Market budget. Cllr. Shepherd suggested that these could be sold via Facebook, eBay or Gumtree etc with Cllr. Hutchings suggested a sale via Auction.

Cllr. Sanders requested confirmation of the VAT in relation to St. Peters Fair. The TC confirmed it will be returned via a VAT Return.

Cllr. Watson asked for clarification of a sum of money received from Holsworthy Social Club. This was for sponsorship of a WW1 Memorial Tree with the remainder towards a defibrillator.

1091. To ratify the appoint of Davisons Ltd, Chartered Accountants as the Council's Independent Auditors/ Accountants for the financial year 2019/20

The TC stated that Davisons have changed their name to Baldwins Ltd.

Davisons Ltd acted last year as the Council's Internal Auditors and Accountants and it was requested that they be appointed again for the financial year 2019/20.

Cllr. Shepherd asked if quotes could still be obtained from other suitable companies, but it was explained that the timescales for the work required were limited and this would not be possible for this year.

Cllr. Hutchings requested that the TC obtain further quotes for the next financial year 2020/2021. This was agreed.

Cllr. Watson proposed that Baldwins Ltd. Chartered Accountants, be appointed as the Town Council's Independent Internal Auditors/Accountants for the financial year 2019/2020. This was seconded by Cllr. Heaven and agreed. (Vote 5 For, 0 Against, 0 Abstentions)

1092. To discuss and recommend on the reinvestment of the Council's funds currently held in a Deposit Bond.

The TC detailed the current situation regarding the Council's Funds held in Investment Bonds and explained that approval was sought to reinvest the funds in a further Deposit Bond for a period of 2 months.

Cllr. Hutchings suggested a 6-month reinvestment period and after discussion this was agreed.

Cllr. Hutchings proposed that the reinvestment of the Council's funds currently held in a Deposit Bond be further reinvested in a 6-month Deposit Bond. This was seconded by Cllr. Watson and agreed. (Vote 5 For, 0 Against, 0 Abstentions)

1093. To discuss and if appropriate agree any Virements from and to Earmarked Reserves.

The TC went through and explained a number of suggested virements as listed below:

1. £96 for repairs to play equipment from Earmarked Reserve Maintenance Fund for Play Area to the Parks Budget.
2. £1320.93 from the Mayor's Charity income to the Earmarked Reserve Mayor's Charity.
3. £348 from the underspent Grants Budget to the Earmarked Reserve Mayor's Charity.
4. £300 DCC Parish Paths Grant to the Earmarked Reserve Parish Paths

Cllr. Sanders proposed that the virements as listed be approved. This was seconded by Cllr. Heaven and agreed. (Vote 5 For, 0 Against, 0 Abstentions).

Cllr. Watson requested clarification on why virements of under £500 could not be agreed by the RFO. The TC explained that in accordance with Council policy; virements from and to Budget headings and from the Earmarked Reserves that are over £5,000 must be approved by Full Council. All virements below £5,000 can be approved by the Council or the Finance and General Purposes Committee.

1094 To Receive an Update from the TC, on the Earmarked Reserves of the Council and the recommended Earmarked Reserves to be brought forward to the financial year 2019/20

The TC updated the meeting with details of the current Earmarked Reserves and those that are suggested to be brought forward to the Financial Year 2019/2020. It was explained that the final draft would be presented to the Full Council Meeting on the 3rd April 2019. A discussion took place on the use of the Earmarked Reserve for the Maintenance of the Play Equipment and the use of S106 Reserves.

1095. To consider the Council's Risk Register for 2019/20

The TC explained that the Risk Register is updated annually or upon an incident happening that effects a Risk. As part of the updating process input was requested from any interested Councillors before the updated Risk Register is put forward for formal approval at the next Full Council Meeting. Cllrs. Heaven and Watson agreed to review the Register and feedback their comments to the TC by Monday 1st April.

1096. Town Clerks Report

The TC informed Councillors that a nationwide Great British Spring Clean is to take place between 22 March - 23 April 2019. As Cllr. Watson leads on the previous Council Tidy Town days he agreed to organise another, but this was likely to be after the 23rd April to enable students from the College to be involved. Cllr. Hutchings confirmed that some money from TDC would be available for this project.

The TC mentioned that complaints had been received about a large amount of rubbish at the entrance to the Industrial Estate and this had been reported to TDC. Cllr. Hutchings requested that Richard Haste from TDC be requested to supply their rota or a work schedule of rubbish clearing, recycling etc around the Town. It would be good also to have information of what and when things are cleaned. The TC will request this information from TDC and report back to this committee.

Cllr. Shepherd stated that Christmas Tree needles are still on the ground under the benches around the Pump in the Square. The TC confirmed that the Maintenance Operative be asked to deal with this.

1097. Close

Cllr. Heaven closed the meeting at 6.11pm

Signed.....

Date