



**Minutes of a Finance and General Purposes Committee Meeting, held in the Town Council Committee Room,  
Manor Offices, Holsworthy, Wednesday 29<sup>th</sup> May 2019**

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

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

**1106. To Elect Chair for 2019/2020**

After discussion and a vote, it was agreed that Cllr. Allen be elected as the Chair for the Finance & General Purposes Committee.

**Cllr. Shepherd proposed that Cllr. Allen be Chair for the Finance & General Purposes Committee for 2019/2020. This was seconded by Cllr. Tallon and agreed. (Vote 5 For, 0 Against, 0 Abstention).**

**1107. Apologises for absence**

Cllr. Parker. Cllr. Johns will be late attending.

**1108. Declaration of Interests**

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

**1109. Finance and General Purposes Committee Meeting Minutes**

**Cllr. Shepherd proposed that the minutes of the Meeting held on 24<sup>th</sup> April 2019 are to be signed as a true and accurate record. This was seconded by Cllr. Heaven and agreed. (Vote 3 For, 0 Against, 2 Abstentions).**

**1110. Matters Arising**

Item 1101 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. Cllr. Hutchings will chase. Cllr. Shepherd asked for confirmation as to whether the Christmas Tree needles had been cleared under the benches around the Pump in the Square. The TC confirmed that this had been done however, there are still some remaining which are difficult to reach. Cllr Shepherd requested the TC ask why the mobile green Sweepcleaner vehicle was not used in the Town.

5.35pm Cllr. Johns arrived.

**1111. Accounts due for Payment and Budget Review**

The TC went through the Accounts due for Payment.

Cllr. Allen stated that 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 and the Market Meeting on the 10<sup>th</sup> June will be discussing this.

Cheque number 107543 has been cancelled due to the name of Payee to be changed.

Cllr. Allen asked for details regarding the SLCC course, the TC confirmed that this was a webinar course that she had completed.

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

The TC went through the Budget Sheet and confirmed as per Cllr. Hutchings suggestion that the regular grants issued by the Council each year will in future be recorded as a total budget and headed "Annual Grants".

**1112. To discuss the provision of hanging flower baskets in Town**

Cllr. Heaven explained she would like to organise hanging baskets on each of the lampposts in the Town Square, ideally before St Peter Fair. Cllr. Heaven supplied members with quotes from 3 different suppliers. All 3 quotes including 18 brackets are up to £500.

Cllr. Tallon offered her long reach water carrier hosepipe to water and feed the plants at that level.

The TC reminded Councillors that the lampposts are owned by DCC and authorisation would need to be obtained first. She will contact Cllr. Barry Parsons DCC for information/authorisation.

Cllr. Hutchings also stated that authorisation would be needed first under Health & Safety Regulations and for Insurance. This had proved very difficult in the past.

After discussion it was agreed that Cllr. Heaven can spend up to £500 for flowers within the Town and Town Square, this would include either planter boxes or baskets for the lampposts depending on the outcome from DCC.

**Cllr. Heaven proposed that up to £500 is to be spent on flowers for Holsworthy Town Square with the funds taken from the Town Regeneration Project fund. This was seconded by Cllr. Hutchings and agreed. (Vote 6 For, 0 Against, 0 Abstentions).**

Cllr. Tallon requested confirmation that as a Cllr, could her business enter the Holsworthy Blooming Marvellous Competition. The TC confirmed that Cllrs can complete an entry form and apply.

**1113. To discuss the part funding of picnic benches within Stanhope Park**

The HATS contacted the Council in relation to a donation of £1,250 which had been donated to the Holsworthy British Legion, from proceeds gifted at the HATS show, "LEST WE FORGET". The British Legion and HATS had asked the Council to use the funds towards the cost of four memorial picnic benches for use within Stanhope Park. The TC had obtained quotes for the benches and circulated them to Cllrs for discussion.

After discussion it was agreed that option 3 i.e. 2 medium picnic benches, one large picnic bench and one wheelchair accessible bench should be purchased including the anchor kits, with the remaining funds being taken from the Section 106 Earmarked Reserve for the Skateboard Park.

Cllr. Allen asked if the location of the benches had been agreed. The TC suggested that the skateboard park would be good location for one or two of the benches once the land had been transferred to the Council, however it was intended that the siting of the benches be discussed at the next Parks Committee.

As these benches are flat packed, it was agreed that option 3 should go ahead and that the benches be stored until the locations can be agreed.

**Cllr. Heaven proposed that the Park Picnic Benches option 3 be approved with the remaining funds to come from the Section 106 Earmarked Reserve for the Skateboard Park. This was seconded by Cllr. Hutchings and agreed. (Vote 6 For, 0 Against, 0 Abstentions).**

**1114. Town Clerks Report**

Two replacement signs are needed for the Playground with the correct email address on and also two plaques and stakes are required for the Queens Canopy Tree and the BBC Communitree. The TC had obtained a quote from the company that had produced the Memorial Tree plaques as it was important that all the tree plaques in the park matched. It was agreed on this occasion that as the plaques should match with the current plaques that the quote for all the signage be accepted.

Cllr. Allen requested that all expenditure which is to be discussed should be forwarded to all members prior to the meeting. The TC agreed that this will be done for future F&GP meetings.

**Cllr. Hutchings proposed that the quote for the signs and the 2 plaques be approved. This was seconded by Cllr. Heaven and agreed. (Vote 5 For, 1 Against, 0 Abstentions).**

Correspondence had been received from Connect Bude and the Devon & Cornwall Rail Partnership regarding the siting of a poster holder in Holsworthy to enable them to advertise the GWR Sunday Services from Okehampton to Exeter which starts on 19 May.

The Council do not own an area that would be suitable for a poster holder, so after discussion it was agreed the two best areas would be the bus shelter which is owned by TDC and the library by the bus timetables which is owned by DCC.

The TC will contact Connect Bude and inform them of this update and will seek permission from the two authorities and will inform Connect Bude of the findings.

Cllr. Briggs had approached the Council regarding the cost of hiring out the sun lounge for evening meetings. After discussion it was felt that at this stage it would not be possible to commit to renting it out due to the poor lighting of the pathway to the sun lounge. Cllr. Hutchings suggested the Council's Insurers be contacted to confirm the cover if the lounge was rented out in the evening. The TC is meeting with the Council's Insurers on the 4<sup>th</sup> June and will raise the matter then.

The TC mentioned that the Maintenance Operative is currently carrying out weed spraying and as such should attend a PA1 & PA6 Course. Legally anyone using a professional pesticide must either have a recognised specified certificate or be working under the direct supervision, for the purposes of training, of someone who has such a certificate. The cost of this is £500 for a 2 days course. After discussion of the areas that needed spraying it was decided that as the Council does not own any land currently being sprayed that the areas that require spraying should be referred to TDC/DCC. The TDC explained that the Maintenance Operative also carries out weed spraying on the Parish Paths which the Council maintain on behalf of DCC. However, it was decided, after Cllr. Allen had spoken, that the Maintenance Operative be informed that he should not weed spray any areas and that the TC should report any areas that require weed spraying or maintenance to the appropriate local Authority for action. It was agreed that the Maintenance Operative should continue to clean important signage in the Town including those that are the responsibility of DCC.

**1115. Close.**

Cllr. Allen closed the meeting at 6.38pm.

Signed.....

Date .....

**HOLSWORTHY TOWN COUNCIL - APRIL 2019**

Date	Pay To	Voucher	Gross	Nett	VAT	Reason	Budget Allocation
04.04.19	Flandscape	Internet	£561.30	£467.75	£93.55	Maintenance Stanhope Park	Parks
04.04.19	Acuiti Property	Internet	£250.00	£250.00		Rent of Garage for Market Storage	Market
04.04.19	Market Assistant 1	Internet	£50.00	£50.00		Market Assistant	Market
04.04.19	Viking	Internet	£90.13	£75.11	£15.02	Paper and files	Office
04.04.19	Mole Valley Farmers	Internet	£17.99	£14.99	£3.00	Incinerator	Tools and equip
04.04.19	Mole Valley Farmers	Internet	£166.55	£138.79	£27.76	Repairs to law nmow er	Repairs and Refurb
09.04.19	Acuiti Solutions Ltd	Internet	£180.00	£150.00	£30.00	3 Month Broadband services	Office
09.04.19	Acuiti Solutions Ltd	Internet	£28.80	£24.00	£4.80	Computer Anti virus	Office
09.04.19	Viking	Internet	£20.83	£17.36	£3.47	Files	Office
09.04.19	Viking	Internet	£30.44	£25.37	£5.07	Computer Mat	Office
09.04.19	SSE	Internet	£17.60	£16.77	£0.83	Electricity - Unmetered Supply	Parks
09.04.19	Tamar Trading Company	Internet	£13.92	£11.60	£2.32	Cement	Repairs and Refurb
10.04.19	Gradwell Communications Ltd	Direct Debit	£5.47	£4.56	£0.91	Telephone calls	Office
11.04.19	Market Assistant 1	Internet	£50.00	£50.00		Market Assistant	Market
11.14.19	Viking	Internet	£96.83	£83.86	£12.97	Folders and frames	Office
15.04.19	BP Oil Ltd	Direct Debit	£20.41	£17.11	£3.30	Petrol for maintainance vehicle	Vehicle expenses
17.04.19	Market Assistant 1	Internet	£50.00	£50.00		Market Assistant	Market
17.04.19	Holsworthy Memorial Hall	Internet	£120.00	£100.00	£20.00	Hire of Memorial Hall for Annual Meeting	Office
23.04.19	Print, Copy, Scan Ltd	Direct Debit	£60.20	£50.17	£10.03	Photocopying	Office
24.04.19	V. Saunders, K. Wilcox, G. Wilcox	Internet	£5,095.87	£5,095.87		Salaries - April	Salaries
24.04.19	Market Assistant 1	Internet	£50.00	£50.00		Market Assistant	Market
24.04.19	Market Assistant 2	Internet	£200.00	£200.00		Market Assistant - April	Market
30.04.19	BP Oil Ltd	Direct Debit	£24.80	£20.67	£4.13	Petrol for maintainance vehicle	Vehicle expenses
30.04.19	NEST	Internet	£491.60	£491.60		Pension payments VS, KW, GW	Salaries
30.04.19	Viking	Internet	£79.98	£66.65	£13.33	Filing Unit and files	Office
30.04.19	Cornish and Devon Post	Internet	£216.22	£180.18	£36.04	Advert Council Meetings	Adverts
30.04.19	SSE	Internet	£91.78	£87.41	£4.37	Electricity - The Square	Market
30.04.19	SSE	Internet	£23.18	£22.08	£1.10	Electricity - Sun Lounge	Parks
30.04.19	DALC	Internet	£653.30	£568.15	£85.15	DALC - Subscription	Professional fees
30.04.19	T K Play Ltd	Internet	£528.00	£440.00	£88.00	Replacement Gate - Play Area	Parks
30.04.19	Mole Valley Farmers	Internet	£26.21	£22.30	£3.91	Weed burner	Tools and equip
30.04.19	Mole Valley Farmers	Internet	£16.45	£13.71	£2.74	Fertiliser	Hols planting
30.04.19	Mole Valley Farmers	Internet	£55.02	£45.85	£9.17	Compost	Hols planting
<b>TOTAL</b>			<b>£9,382.88</b>	<b>£8,901.91</b>	<b>£480.97</b>		
<b>PETTY CASH</b>							
Date							
01.04.19	Milk		£1.60				
08.04.19	Milk		£1.60				
15.04.19	Milk		£1.60				
23.04.19	Milk		£1.60				
<b>TOTAL</b>			<b>£6.40</b>				
<b>COUNCIL RECEIPTS</b>							
Date	Paid By		Council	Nett	VAT	Reason	
03.04.19	Credit		£30.00	£30.00		Market Hall Booking -Ord Living	
04.04.19	Credit		£677.50	£677.50		HMRC VAT Refund Jan & Feb 19	
08.04.19	Credit		£12,000.00	£12,000.00		Funds for Station Close Play Equip	
09.04.19	Credit		£250.00	£250.00		Magpie/Magpie RBL Club rent	
09.04.19	Cheque		£25.00	£25.00		Market Hall Booking	
09.04.19	Cash		£169.00	£169.00		Market Takings	
09.04.19	Cheque		£219.40	£219.40		Mayors Charity	
15.04.19	Credit		£300.00	£300.00		Part payment rent Penroses	
17.04.19	Cash		£20.00	£20.00		Chamber Booking	
17.04.19	Cheque		£30.00	£30.00		Rotary Club New sletter	
17.04.19	Cash		£167.00	£167.00		Market Takings	
17.04.19	Credit		£300.00	£300.00		Market Hall Booking - Iverna Care	
17.04.19	Credit		£30.00	£30.00		Market Hall Booking - Ord Living	
23.04.19	Credit		£62.08	£62.08		Interest on Bond Account	
24.04.19	Credit		£611.26	£611.26		HMRC VAT Refund March 2019	
26.04.19	Cash		£191.00	£191.00		Market Takings	
29.04.19	Credit		£74,915.00	£74,915.00		TDC Precept Payment 1/2 Year	
<b>TOTAL</b>			<b>£89,997.24</b>	<b>£89,997.24</b>			

**HOLSWORTHY TOWN COUNCIL - MAY 2019**

Date	Pay To	Voucher	Gross	Nett	VAT	Reason	Budget Allocation	Bank Reconciled
01.05.19	CF Corporate Finance	Direct Debit	£227.39	£189.49	£37.90	Photocopier Lease rental	Office	
01.05.19	Market Assistant 1	Internet	£50.00	£50.00		Market Assistant	Market	
09.05.19	Market Assistant 1	Internet	£50.00	£50.00		Market Assistant	Market	
09.05.19	Mole Valley Farmers	Internet	£46.99	£39.16	£7.83	Weedkiller	Hols Planting	
09.05.19	Mole Valley Farmers	internet	£91.54	£76.28	£15.26	Repairs to Strimmers	Repairs & Refurb	
09.05.19	V Saunders	Internet	£45.00	£45.00		Freemans Cup Refurb and Engrav	Repairs & Refurb	
09.05.19	SSE	Internet	£17.22	£16.40	£0.82	Electricity - Unmetered	Parks	
13.05.19	Gradwell Communications Ltd	Direct Debit	£9.62	£8.02	£1.60	Telephone calls	Office	
14.05.19	BP Oil Ltd	Direct Debit	£0.60	£0.50	£0.10	Card Fee	Vehicle expenses	
15.05.19	Viking	Internet	£37.58	£31.32	£6.26	Stationery	Office	
15.05.19	White Hart Hotel	Internet	£450.00	£450.00		Refreshments AGM	Office	
15.05.19	SLCC Enterprises	Internet	£108.00	£90.00	£18.00	Webinar - Contracts	Office	
15.05.19	Insignia Promotions	Internet	£291.00	£242.50	£48.50	Deputy Mayor Badges	Office	
15.05.19	Holsworthy Cricket Club	107529	£100.00	£100.00		Grant 2019/20	Grants	
15.05.19	Holsworthy Bowling Club	107530	£100.00	£100.00		Grant 2019/20	Grants	
15.05.19	Holsworthy Community College	107531	£200.00	£200.00		Grant 2019/20	Grants	
15.05.19	Holsworthy Football Club	107532	£100.00	£100.00		Grant 2019/20	Grants	
15.05.19	Holsworthy Scouts	107533	£200.00	£200.00		Grant 2019/20	Grants	
15.05.19	Holsworthy Pre School Playgroup	107534	£100.00	£100.00		Grant 2019/20	Grants	
15.05.19	Holsworthy Friends of the Library	107535	£200.00	£200.00		Grant 2019/20	Grants	
15.05.19	Holsworthy Community College PTFA	107536	£200.00	£200.00		Grant 2019/20	Grants	
15.05.19	Holsworthy Netball Club	107537	£150.00	£150.00		Grant 2019/20	Grants	
15.05.19	Holsworthy Police	107538	£500.00	£500.00		Grant 2019/20	Grants	
15.05.19	Holsworthy Has Been Walking Football Club	107539	£150.00	£150.00		Grant 2019/20	Grants	
15.05.19	Holsworthy Youth Club	107540	£500.00	£500.00		Budgeted Grants 2019/20	Hols Youth Centre	
15.05.19	Holsworthy Community Transport	107541	£500.00	£500.00		Budgeted Grants 2019/20	Hols Comm Transp	
15.05.19	St Peters Fair Committee	107542	£1,000.00	£1,000.00		Budgeted Grants 2019/20	St Peters Fair	
15.05.19	Holsworthy Museum - Peter Bakel Archive	107543	£200.00	£200.00		Budgeted Grants 2019/20	Peter Bakel	<b>CANC Reissue 107546</b>
15.05.19	Holsworthy Carnival	107544	£200.00	£200.00		Budgeted Grants 2019/20	Hols Carnival	
16.05.19	Acuiti Property	Internet	£250.00	£250.00		Rent of Garage Market Storage	Market	
16.05.19	Market Assistant 1	Internet	£50.00	£50.00		Market Assistant	Market	
16.05.19	Floral Designs	Internet	£135.00	£135.00		Flower Displays for AGM	Office	
16.05.19	H Abbott Ltd	107545	£15.00	£15.00		Refurbish Dep Mayors Chain	Repairs & Refurb	
20.05.19	Print, Copy Scan Ltd	Direct Debit	£58.52	£48.76	£9.76	Photocopying	Office	
22.05.19	BP Oil Ltd	Direct Debit	£29.72	£24.77	£4.95	Petrol for Maintenance vehicle	Vehicle expenses	
22.05.19	V. Saunders, K. Wilcox, G. Wilcox	Internet	£4,273.58	£4,273.58		Salaries - May	Salaries	
22.05.19	Market Assistant 1	Internet	£50.00	£50.00		Market Assistant	Market	
22.05.19	White Hart Hotel	Internet	£156.00	£156.00		Drinks AGM	Office	
29.05.19	Market Assistant 2	Internet	£250.00	£250.00		Market Assistant	Market	
29.05.19	Market Assistant 1	Internet	£50.00	£50.00		Market Assistant	Market	
29.05.19	Mole Valley Farmers	Internet	£11.50	£9.58	£1.92	Safety Glasses	Tools and Equip	
29.05.19	Mole Valley Farmers	Internet	£62.16	£51.80	£10.36	Chain and Padlock	Tools and Equip	
	<b>TOTAL</b>		<b>£11,216.42</b>	<b>£11,053.16</b>	<b>£163.26</b>			
<b>PETTY CASH</b>								
<b>Date</b>								
07.05.19	Milk & Sugar		£2.60	£2.60				
07.05.19	Labels Pen		£3.48	£3.48				
10.05.19	Greenhouse trays		£17.99	£17.99				
13.05.19	Milk		£1.60	£1.60				
13.05.19	Hose Connectors		£3.50	£3.50				
13.05.19	Sweeteners		£2.20	£2.20				
15.05.19	USB		£10.99	£10.99				
20.05.19	Milk		£1.60	£1.60				
	<b>TOTAL</b>		<b>£43.96</b>					
<b>COUNCIL RECEIPTS</b>								
<b>Date</b>	<b>Paid By</b>		<b>Council</b>	<b>Nett</b>	<b>VAT</b>	<b>Reason</b>		
01.05.19	Credit		£300.00	£300.00		Part Pay Rent April Penroses		
03.05.19	Credit		£46.08	£46.08		CJ Jennings		
03.05.19	Credit		£30.00	£30.00		Market Hall Booking - DCC		
07.05.19	Cash		£169.50	£169.50		Market Takings		
09.05.19	Credit		£250.00	£250.00		Magpie/RBL Rent		
10.05.19	Credit		£13.00	£13.00		DCC - Market Stall		
10.05.19	Cash		£122.50	£122.50		Market Takings		
14.05.19	Credit		£30.00	£30.00		New sletter Advert - Cutter		
22.05.19	Cash		£223.00	£223.00		Market Takings		
22.05.19	Cash		£152.50	£152.50		Market Takings		
23.05.19	Cheque		£140.00	£140.00		WI Market Stall		
28.05.19	Credit		£600.00	£600.00		Rent May Penroses Terrace		
29.05.19	Cash		£93.00	£93.00		Market Takings		
	<b>TOTAL</b>		<b>£2,169.58</b>	<b>£2,169.58</b>				