



**Minutes of a Finance and General Purposes Committee Meeting, held in the Town Council Committee Room, Manor Offices, Holsworthy, Wednesday 30<sup>th</sup> October 2019.**

**Present:** Cllr. Allen, Cllr. Heaven, Cllr. Hutchings, Cllr. Parker, Cllr. Tallon & Cllr. Shepherd  
**In Attendance:** Town Clerk (TC)  
Assistant to The Town Clerk (ATTC)

**1139. Apologises for absence**

Cllr. Johns.

**1140. Declaration of Interests**

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

**1141. Finance and General Purposes Committee Meeting Minutes**

**Cllr. Allen proposed that the minutes of the Meeting held on 25<sup>th</sup> September 2019 be signed as a true and accurate record. This was seconded by Cllr. Heaven and agreed. (Vote 6 For, 0 Against, Abstentions).**

**1142. Matters Arising**

None were raised.

**1143. Accounts due for Payment and Budget Review**

The TC went through the Accounts due for Payment. It was explained that the three benches have been funded by donations from HATS and the RBL and one bench from Council funds. The work to the tree and the new gate in Badock Gardens have been 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 explained that the original budget set for the for the Christmas Switch On and other Christmas events has been exceeded this will be discussed under the item on the Agenda (minute 1144).

The Market income is continuing to fall. A Market Liaison meeting is to be held on the 13<sup>th</sup> November to discuss this and the closure of the market during the Christmas and New Year period. The bookings and income from the Market Hall is increasing with regular bookings, including some for summer 2020.

**1144. To give an update and authorise expenditure on the 2019 Christmas Switch On Event**

The TC presented members with the latest Income and Expenditure Sheet for the Christmas Switch On and other Christmas events. It was explained that the cost of some items still needed to be confirmed. Cllr. Hutchings has received a quote for the Grotto. This would be for a 6x3 Gazebo, using two existing market stalls, with printed, back, front and sides and a plain black roof which could be used for other events as well.

Quotes are being obtained for a second cherry picker & driver for the 24<sup>th</sup> November and the 5<sup>th</sup> January. Once received they will be brought to Full Council.

At present the Christmas expenditure is over the original budget agreed and after discussion all members agreed that a maximum sum of £1700 should be taken from the Sinking Fund. This proposal to be discussed at Full Council for agreement.

The TC requested confirmation whether the Christmas Eve Carols Around the Tree is a Council event. Cllr. Hutchings stated that this is something he previously organised and he is happy to do so again for this year. The Council had in 2018 contributed £100 from its Christmas events budget towards this event.

Cllr. Hutchings confirmed that last year the Lions had provided mulled wine, warm apple juice and food. The Town Council had provided a gazebo, and he provided the PA system. There would be no need to provide carol sheets as the ones from 2018 could be used.

All members agreed that this event should go ahead this year with Cllr Hutchings organising it.

**1145. To revise the options for the opening of other Bank Accounts**

The TC discussed the options open to the Council regarding the opening of additional bank accounts. At the Council meeting in October it had been agreed that a Bond account be opened with the Coventry Building Society. However, despite previous advice it has now been ascertained that the Bond can only be issued in an individual's name and not in the Councils. The options for the Bank Accounts will therefore need to be re investigated and the findings will be brought back to a future meeting.

**1146. To agree the reinvestment of the Council's funds currently held in a Deposit Bond**

Some of the Council's funds are currently held in a Deposit Bond which expired on the 23<sup>rd</sup> October 2019. After discussion it was agreed that the sum should be reinvested for a further 3 months.

**Cllr. Parker proposed that the Council's funds currently held in a Deposit Bond be reinvested for a further 3 months. This was seconded by Cllr. Heaven and agreed. (Vote 6 For, 0 Against, Abstentions).**

**1147. To consider any action to be taken on outstanding rent arrears.**

The TC explained that the Football Club had not yet paid the rent due to the Council, however the Football Club had explained that the late payment was due to administrative problems at the Club and payment in full will be received shortly.

A discussion was held regarding the Council's property at Penroses Terrace it was confirmed that the tenant is up to date with the rent due. It was agreed that in 2020 the Council should seek advice regarding the appropriate level of rent to be charged from local estate agents as there has been no rent increase since the current tenancy was agreed.

**1148. To discuss the purchase of official photographs.**

The TC explained the importance of Operation London Bridge and the strict protocol that should be followed. A protocol for the Council to follow was agreed at the Council meeting in July 2019. One of the expenditure items required are official photographs but they are expensive. The ATTC recently attended a DALC conference where it was mentioned that similar photos can be purchased online; however, these should be the same as the official photos and with a black border. The official photos should be used throughout the Nation and on Social Media and websites.

The TC to explore options as a matter of urgency and bring the findings back to this committee.

**1149. To discuss the draft Budget for 2019/20.**

The TC confirmed that the following projects have been discussed at Full Council:

- Cllr. Kenneally suggested an event in the Skateboard park, he has already made contact with skateboard professionals in the Bideford area. This would take place in August 2020.
- Cllr. Tallon would like a Halloween 2020 Event in The Square including people dressed as witches dancing.
- Cllr. Hutchings mentioned that the CCG are planning to publish the results of the surveys carried out; hopefully by the end of the year, with a number of implementations to progress which would benefit the Town. He had suggested that a sum of money should be allocated to help progress the plans for Holsworthy.
- Cllr. Johns suggested that as the protection of the environment is so important that the Council commission a metal Ruby Red Cow to encourage plastic recycling similar to the giant recycling Fish in Westward Ho!

- The VE & VJ Day Commemorations for 2020, which includes the Street Party suggested by Cllr. Heaven will also require thought as to any additional funds that maybe required.

The TC thanked members for their ideas for projects and circulated a list of the projects that were still outstanding from 2019/20 that require actioning due the existing workload pressures in the office. This included the replacement of the lampposts in the Square. It was suggested that Cllrs could help by having more of an active role to progress projects with assistance and guidance from the TC and ATTC. Cllr. Heaven suggested that the list of all the Projects that had been suggested and those not yet completed should be circulated at Full Council so that all Cllrs could evaluate them to decide which projects can be taken forward.

**1150. Town Clerk's Report** – to receive a report from the TC for information only.

The Friends of the Primary School and the Bude Connect project have both contacted the Council requesting consideration for a Grant. Both groups have indicated that they like to request funds from the Council prior to the annual grant awards in May 2020. However, the Council has not yet received the information to be able to consider the requests.

Cllr. Hutchings stated that the Bude Connect leaflet has corporate Logos on the flyers, he suggested that the Council look into how the Council can also become a corporate sponsor and have its logo on any publicity and also show its support for the project.

**1151. Close**

Cllr. Allen closed the meeting at 6.25pm

Signed.....

Date .....