



**Minutes of a Finance and General Purposes Committee Meeting held remotely by Zoom on  
Wednesday 29<sup>th</sup> July 2020.**

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

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

**1190. Apologises for absence**

Cllr. Johns  
Cllr. Hutchings will be attending later in the meeting.

**1191. Declaration of Interest**

Cllr. Allen asked Councillors to declare any relevant interests as they arose. As this meeting is being held by Zoom the ATTC will mark in the DOI Book and Cllrs will need to attend the office to sign.

**1192. Finance and General Purposes Committee Meeting Minutes**

**Cllr. Parker proposed that the minutes of the Meeting held on 26<sup>th</sup> February 2020 be signed as a true and accurate record. This was seconded by Cllr. Tallon and agreed. (Vote; 4 For, 0 Against, 1 Abstention.)**

**1193. Matters Arising**

No matters were raised.

**1194. Accounts due for Payment and Budget Review**

The TC went through the Accounts due for Payment.

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

The TC went through the Budget Sheet and confirmed the current expenditure in relation to the additional printing costs for the printing of the COVID Newsletters which was approx. £400 greater than the normal printing costs. Cllr. Allen requested confirmation of which Budget the expenditure will come from. It was confirmed that this expenditure was taken from the existing Office Budget but a separate note was kept of any COVID 19 expenditure.

The Market income is still much lower than expected due to the enforced closure. Weekly income has raised slightly, but not to the normal amount expected at this time of year.

Cllr. Heaven suggested a few tables and chairs should be placed around the Market. The ATTC confirmed that this has been spoken about and the traders would also like to see these placed on the side of the Square by Woolacotts.

The Water Bowser has been purchased; and hopefully will be here next week.

**1195. To authorise expenditure on the WW2 VE DAY 75 Years Memorial Tree Sculpture in the Park**

Cllr. Allen informed members that this had been discussed at a previous F&GP meeting and Full Council. With Covid 19 pandemic this year WW2 VE Day celebrations had been cancelled; however the council could still mark the occasion by continuing with the WW2 VE Day 75 years Memorial Tree Sculpture in Stanhope Park. The TC confirmed that an Arboriculture Consultant had looked at the tree concerned and had confirmed that the tree in question would be suitable for the carving and should last approx 10 years. The cost of the carving would be up to £3,000. Matthew Nute has kindly offered his scaffolding tower free of charge for use by the Tree carver.

There would also be the cost to crown the tree ready for the project to commence in October 2020.

There may also be the possibility of some grant funding from DCC Cllr. Barry Parsons.

All Cllrs agreed that this is a good project which should be progressed.

**Cllr. Parker proposed that £3,000 from the WW2 VE DAY 75 Years Project budget be used to fund the Memorial Tree Sculpture in Stanhope Park. This was seconded by Cllr. Tallon and agreed. (Vote; 5 For, 0 Against, 0 Abstention.)**

**1196. To give an update and authorise expenditure on the works required at Penroses Terrace.**

The TC explained that emergency plumbing work had to be carried out at Penrose Terrace. The Chair of F&GP and the Mayor had been consulted at the time.

The total cost of works so far is £889.07. Cllr. Allen asked which budget these funds would come from and if the Council's Insurers had been informed. The TC confirmed that some of the funds used were in last year's Penrose Budget and some in this year. The Council's Insurers are aware, and it has been activated as a claim. However, there is still some making good/building work required which will be an additional cost.

**Cllr. Allen proposed that the expenditure of £889.07 so far for the plumbing works required at Penroses Terrace be authorised and the claim to the Council's Insurers. This was seconded by Cllr. Heaven and agreed. (Vote; 5 For, 0 Against, Abstention.)**

Cllr. Hutchings called to confirm that he will be attending the meeting shortly.

**1197. To note the Council's Risk Assessment in relation to COVID 19.**

The latest Risk Assessment that has been required to be completed in relation to Covid 19 for the safety of staff and visitors to the Council was circulated.

When attending the offices, all personnel are requested to sign in with name and contact details as required for NHS Test and Trace, this will then be kept for 21 days - then discarded. In addition to this, visitors are asked for their temperature to be taken and recorded as well.

The current RA requires to be updated with the temperature reading requirement the TC will action this.

**1198. To discuss and recommend, if appropriate the expenditure on any COVID 19 related items.**

The Covid 19 money previously being held by the Council at the start of this pandemic has been passed onto the Holsworthy COVID 19 Group.

TDC may be able to fund Items such as shop flyers and banners which could be for located at Coles Mill and the Bridge over the School.

The Royal Mail Sorting Office in Holsworthy have verified that they would deliver the Shop Local flyer at no cost. Cllr. Heaven asked what areas apart from the Town would be covered by the flyer. These are

Pyworthy  
Bridgerule  
Pancrasweek  
Chilsworthy  
Clawton  
Milton Damerel

In relation to the "Welcome to Holsworthy" signs this is still to be discussed with Kieran Stanbury of DCC who is currently on leave. Cllr. Shepherd as the Chair of the Planning and Highways Committee is aware of the delay.

At this stage no expenditure is needed to be recommended or agreed.

1750hrs Cllr. Hutchings joined via Zoom.

**1199. To discuss the awarding of Grants for 2020/21.**

After discussion it was agreed that due the pandemic the deadline for the application for Town Council Grants be extended until the end of September 2020. The ATTC will advertise this again on Social Media and on the Notice Board.

**1200. Town Clerk's Report – to receive a report from the TC for information only.**

The TC went through the Committee Action List (Appendix A).

**1201. Close**

Cllr. Allen closed the meeting at 5.58pm

Signed.....

Date .....

Via Zoom Meeting Held on 28.10.2020 Cllr. John Allen

## Appendix A

### FINANCE & GP ACTION LIST

DATE AND MINUTE NO	ACTION	UPDATE	COMPLETED
March 19 - 1090	Mayors Chain of Office updating of engraving and collar required	Prices obtained	
July 19 - 1133	Backing collar for Mayors Chain required and for the Chain to be re gilted. Ribbon on Mayors Consort Chain needed replacing and new cases required	Quotes were obtained but costly suggested that perhaps the backing collar and ribbon could be done locally.	
October 19 - 1143	Bench in Memory of Deputy Mayor Colin Punter	Bench purchased and memorial plaque obtained awaiting suitable weather conditions to install bench and suitable press release and photo	
October 19 - 1149	Replacement of lampposts in the Square	Still awaiting information from DCC	
November 19 - 1159	Purchase of circular VE Day Commemorative Bench for The Square	Cost of Bench obtained. Guardians of tree to be contacted to see if happy and if willing to contribute towards cost. Bench to be ordered.	
November 19 - 1160	Cost of new signage into town	Awaiting information from DCC	
November 19 - 1161	Enter Britain in Bloom	Delayed until 2021	
January 20 - 1170	Lions donated of £100 for Christmas Eve Carols	Payment still outstanding 2 <sup>nd</sup> reminder to be sent	
January 20 - 1172	Plumbing and building works required at Penrose Terrace	Emergency plumbing works completed, other plumbing works and resultant building works to be completed once COVID 19 restrictions lifted. Insurance claim lodged.	
February 20 - 1184	Mayor, Cllrs Allen, Shepherd and TC to meet with tree carver to finalise the designs for the VE Day Commemorative Tree Carving	Meeting to be arranged.	