



**Minutes of a Finance and General Purposes Committee Meeting held at the Market Chambers on  
Wednesday 4<sup>th</sup> August 2021**

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

**1244. Election of Chair**

Cllr. Shepherd proposed that Cllr. Allen be elected as the Chair of the Finance and General Purposes Committee. This was seconded by Cllr. Parker and agreed. (Vote; 5 For, 0 Against, 0 Abstention)

**1245. Apologises for absence.**

Cllr. Musker

**1246. Declaration of Interest**

Cllr. Allen asked Councillors to declare any relevant interests as they arose.

**1247. Finance and General Purposes Committee Meeting Minutes**

Cllr. Parker proposed that the minutes of the Meeting held on 28<sup>th</sup> April 2021 be signed as a true and accurate record. This was seconded by Cllr. Hutchings and agreed. (Vote; 3 For, 0 Against, 2 Abstentions.)

**1248. Matters Arising.** - To consider matters arising from the Minutes of the Meeting held on the 28th April 2021 not already covered by the Agenda.

Agenda Item 1240 – the TC confirmed there was no update on the Pump.

**1249. Accounts due for Payment and Budget Review**

The TC went through the Accounts due for payment and clarified that the payment to Holsworthy DACF was for the delivery of the newsletter by the Army Cadets.

After a discussion it was agreed by all that the charges for market traders parking their vehicles in the Square be reviewed by the Market Committee as traders were not currently being charged. The item will be placed on the next Market Committee Agenda.

Cllr. Hutchings proposed that the accounts be paid. This was seconded by Cllr. Kenneally and agreed. (Vote; 5 For, 0 Against, 0 Abstention.)

**1250. To review the Finance and General Purposes Action Plan.**

The TC went through the Action Plan and the updated version will be attached to the Minutes. The Council is still awaiting a response from its Solicitors regarding the possible sale of one of its properties.

**1251. To give an update on the current position regarding the improvements to the public realm in the Square and the renewal of the streetlights and make recommendations on any financial contributions to be made towards the cost.**

The new lamp posts are due to be installed w/c 11<sup>th</sup> October, but this could be subject to delay. Members felt that as the Council is paying a considerable sum of money towards the cost and that it is vital that the lamp posts are in place and working ready for the installation of the Christmas lights, DCC should be written to stressing that any delay would not be acceptable. DCC Cllr. James Morrish to be also copied into the email.

The picnic benches should be arriving w/c 9<sup>th</sup> August and TDC have been requested to order the new bins. Cllr. Musker has not hear anything from Stacey's regarding the metal bench for around the Great Tree, he will chase. It was agreed that other possible suppliers should be contacted as well.

**1252. To update on matters relating to the Council's property at Penroses Terrace and agree any expenditure on the works required.**

The work both inside and outside the property has now been completed. Cllr. Allen agreed to visit the property with the TC to check all works had been completed to a satisfactory standard before payment is made. An electrical test certificate is being sourced which is required to be done by the landlord.

It was intended that a rent review be carried out in 2020 but this was delayed due to the disruption caused by Covid. The rent review will therefore be carried out in 2021.

A request has been received from the tenant that they be allowed to keep a small dog as a pet. After discussion it was unanimously decided that no dogs be permitted to reside in the property.

**1253. To discuss the refurbishment of the Mayor and Deputy Mayor's chains of office.**

The refurbishment of the Mayor and Deputy Mayor's chains of office had been previously discussed at the beginning of 2020 but had been on hold since then.

After discussion, it was agreed that a new black velvet backing collar for the Mayors Chain, the additional four Mayors be inscribed on the chain and new ribbon for the Consort insignia be purchased. Further research was needed on the best way to improve the Deputy Mayors insignia, with possible costs brought back for discussion.

**1254. To discuss the disabled access and other works required to Badock Gardens**

A quotation had been received to specify the works required to improve disabled access to the Sun Lounge, widen the pathways for wheelchair access, improve the lighting, extending the door to the sun lounge, replacing windows, making the toilet accessible, the provision of CCTV and for the provision of a storage garage. This project had been agreed when deciding the 2021/22 budget. After discussion, it was agreed that the project be amended to include the widening of the Path, an outside toilet, improved lighting and CCTV only. With a separate project to provide for a storage garage.

**Cllr. Allen proposed that the Badock Gardens project should include the widening of the Path, an outside toilet, improved lighting, and CCTV only. This was seconded by Cllr. Hutchings and agreed. (Vote; 5 For, 0 Against, 0 Abstention.)**

**1255. To agree the purchase of new Goal posts for the Park**

After discussion it was agreed that new removable goal posts be purchased for the Park but that the TC should seek funding towards the cost.

**Cllr. Kenneally proposed that new removable goal posts are obtained for Stanhope Park. This was seconded by Cllr. Hutchings and agreed. (Vote; 5 For, 0 Against, 0 Abstention.)**

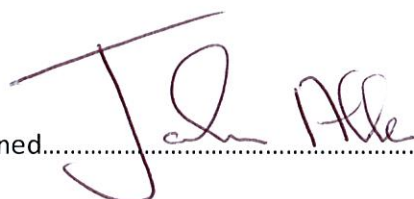
**1256. Town Clerk's Report – to receive a report from the TC for information only.**

Leaflets for advertising the market had been drafted and quotes had been obtained for printing the leaflets. It was decided that two leaflets are created one to attract Traders to be printed internally and one to attract visitors to the Market which would not contain trader pricing information. Some amendments were agreed such as a better map. Publicity SouthWest will be contacted to get a quote and to find out more information about how the leaflet could be circulated.

**1253. Close**

Cllr. Allen closed the meeting at 6:31pm

Signed.....



Date ..... 21 Oct 2021



## Appendix A

### FINANCE & GP ACTION LIST

DATE AND MINUTE NO	ACTION	UPDATE	COMPLETED
August 21 - 1253	Backing collar for Mayors Chain required and for the addition Mayors to be engraved onto the Chain. Ribbon on Mayors Consort Chain needed replacing.  Improvements also needed to Deputy Mayor Chain, further research and prices needed.		
October 19 – 1149 and subsequent	Replacement of lampposts in the Square and improvements to the public realm in the Square	Streetlights ordered installation w/c 11/2021, Bollards ordered with DCC, Bins ordered with TDC. Picnic Benches to be delivered w/c 09/08/2021 and awaiting delivery date for cycle stands. Regular reports to Working Group and Council. Awaiting quote for new metal circular bench to go around great tree	
November 19 – 1160 and subsequent	Cost of new signage into town	Awaiting Final Design for internal part of sign, once approved by Full Council and DCC, DCC to make and instal.	
November 19 - 1161	Enter Britain in Bloom	Delayed until 2022	
January 20 – 1172  August 21 - 1252	Plumbing and building works required at Penrose Terrace.	Emergency plumbing works completed, other plumbing works and resultant building works completed. Insurance claim settled. Chair of F& GP Committee and TC to visit property to confirm that works have been completed satisfactory before Invoices paid. Rent Review to be done in 2021	
February 21 - 1229	Possible sale of Penroses Terrace	Coodes Solicitors contacted for advice  Have chased for answer.	
August 21 - 1255	Removable Goal Posts to be purchased for the Park	TC to seek funding for the Posts and then purchase.	
August 21- 1254	Improvements to Badock Gardens to include widening of the Paths to improve disabled access, improved lighting, outside toilet, CCTV. Also to provide storage garage.	Prices to be obtained	