



**Minutes of a Finance and General Purposes Committee Meeting held in the Council Chamber
On Wednesday 30th November 2022 at 5.30pm.**

Present: Cllr. H. Parker, Cllr. N. Kenneally, Cllr. D. De ste Croix, Cllr. J. Hutchings, Cllr. P. Shepherd.

In Attendance: Town Clerk (TC), Assistant to the Town Clerk

1338. Apologises for absence.

Cllr. H. Dentlinger, Cllr. K. Stone, Cllr. S. Stroud

1339. Declaration of Interest

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

1340. Finance and General Purposes Committee Meeting Minutes

Cllr. H. Parker proposed that the minutes of the Meeting held on 26th October 2022 be signed as a true and accurate record. This was seconded by Cllr. D. De ste Croix and agreed. (4 For, 1 Abstention, 0 Against)

1341. Matters Arising. - To consider matters arising from the Minutes of the Meeting held on the 26th October 2022. For information only.

Page 303 – Cllr. Shepherd asked for an update regarding the banners, currently the banners are with Jags Signs and no further update has been received. The TC will contact them for further information regarding their progress.

Cllr. Kenneally asked for an update regarding the metal picnic bench being placed outside the Manor Offices. the license has been signed, the bin has been placed and the picnic bench is due to be fitted in December. Cllr. Hutchings suggested removing the bin that is surrounded by the hedge beside the library.

1342. To review the Finance & General Purposes Committee Action Plan.

TC has contacted Holsworthy Town Council's insurance company and queried whether they'd be able to insure the chains when they are in a couriers possession.

The TC will be contacting Jag Signs for an update regarding the banners as well as the old map of Holsworthy. The picnic bench is due to be fitted in December.

New signage into Town has been approved. Penrose Terrace electrical certificate received, the boiler serviced, and the chimney is due to be swept in January.

1343. Accounts due for Payment and Budget Review- To examine and agree the accounts due for payment.

The TC explained the accounts due for payment which included the income from the Christmas Market stalls and the expenditure on a screen for the coronation which was kindly covered by a grant given by Councillor Hutchings when he was a District Councillor. Committee discussed and noted the accounts due for payment. The Town Clerk mentioned the Winter newsletter has been well received however, it is expensive to print and its future format will be discussed at the Council meeting in February.

Cllr. H. Parker proposed the accounts be paid. This was seconded by Cllr. N. Kenneally and agreed. (Unanimous)

1344. To give an update on the Council's Earmarked Reserves and to consider a number of virements.

The TC explained what Earmarked Reserves are and went through the three virements for approval Numbers 11 (Electrical Works at Badock & Rowland Gardens), 12 (Jubilee Path in the Church yard funded by Award for All grant) and 13 (Final payment for the Mayor's Charity 2021/22)

Cllr. D. De ste Croix proposed that the three virements of £1,989.55, £233.20 and £1,062.40 from the Earmarked Reserves be agreed. This was seconded by Cllr. N. Kenneally and agreed. (Unanimous)

1345. To give an update on the Christmas Switch On Event and Authorise any Expenditure.

The TC went through the income and expenditure sheet and highlighted payments that had recently been paid for the entertainment etc and also explained that some expenditure headings were estimated and based on expenditure from the previous Switch-On event in 2021. The final figures will be circulated once known after Christmas.

Cllr. H. Parker proposed that the current expenditures for the Christmas Switch on Event be agreed. This was seconded by Cllr. D. De ste Croix agreed. (Unanimous)

1346. To consider the draft budget and projects for the financial year 2023/24

The TC went over the Budget with the committee noting there will be a salary increase, elections and insurance. The TC confirmed that she has been contacted by the Council's insurers warning them of an increase in costs. Cllr. Hutchings queried if the salary increase needs to be approved it was explained that whilst any increase in pay scales has to be subject to a favourable appraisal and approval at a Council meeting this is a nationally agreed pay award which forms part of the employees Contract of Employment Terms and Conditions.

The Committee discussed the current list of suggested projects for 2023/24. It was decided that they would like to recommend to Full Council to keep the following projects: MUGA, Coronation, Sun Lounge and possibly management software after more information has been obtained regarding what information it will be used to gather. The Committee would like the information sent prior to the December Council meeting. It was felt that the seating for the Park could be met from existing budget and reserves

1347. To consider two Wayleave proposals.

Airband originally wanted a Wayleave approval to dig a trench for fibre network cabling cross the entrance to Stanhope Park. After consideration the Council then requested that as a condition of granting the Wayleave Airband aid the Council by levelling the path when digging the trench or provide money toward the cost. They refused to assist and therefore the Council refused to sign the Wayleave. They have now contacted the Council again requesting a Wayleave to place an overhead cable across the entrance to the Park and confirming there would be no payment for this. Councillors decided to decline again.

Another company Wildanet have asked for a Wayleave for a trench along Jubilee Path for fibre network cabling they will not be able to offer money at this time but have stated they can offer discounted internet rates and would consider getting involved in any community projects. The Councillors suggested Wildanet aid the Council in lighting the Path in Stanhope Park and that they are written to suggesting this before any Wayleave is granted.

1348. Town Clerk's Report

The TC had no additional information to report to the Committee


It is recommended that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

1349. To consider the legal opinion obtained on the Council's property.

F&GP Committee discussed the legal opinion obtained on the Council's property and discussed several options including contacting the Charities Commission for advice which will be brought to Full Council.

1350. Close

Cllr. J. Hutchings closed the meeting at 18:49

Signed.....

Date29/03/23



Part Two – CONFIDENTIAL
Wednesday 30th November 2022 at 5.30pm.

Present: Cllr. H. Parker, Cllr. N. Kenneally, Cllr. D. De ste Croix, Cllr. J. Hutchings, Cllr. P. Shepherd.

In attendance: Town Clerk (TC), Assistant to the Town Clerk (ATTC),

1349. To consider the legal opinion obtained on the Council's property.

The Council's property at Penroses Terrace was gifted to the Town Council after the death of its owner in 1964. A Barristers opinion has been obtained on the Will and Trust documents relating to Penroses Terrace and Badock Gardens and what this means for the Council should, for example, it wishes to sell the property. There is currently only a Charity in place for the Gardens but not the property. Cllr. Hutchings suggested going to the Charity Commission to ask for advice on the Council's next steps. Other options suggested were give it over to another trust, have the original documents altered or do not change or do anything further. The TC advised there is likely to be legal expenses which could be costly. It is understood that it cannot be sold at this date. Councillors will also need to consider if a rent review should continue to go ahead at this time.

A further discussion on the options will be held at Full Council.

Appendix A

FINANCE & GP ACTION LIST AS AT 26.11.22

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.		
Feb 22 - 1285	Improvements also needed to Deputy Mayor Chain, further research and prices needed. Sum of up to £1200 agreed Chains to be sent once insurance covered	Chains still to be sent.	
March 2022	Improvements to the public realm in the Square	Designs for lamp post banners to be finalised .	
June 2022	Third Picnic Bench to be located outside Manor Offices	Items for old map of Holsworthy with Jag Signs for ideas Licence signed. Bench to be installed December	
November 19 – 1160 and subsequent	New signage into town	Approved. Cost to Council approx. £3,000	
November 19 - 1161	Enter Britain in Bloom	Delayed until 2023	
August 21 – 1252 April 22 1297 June 2022	Penrose Terrace.	Electrical Certification received – awaiting Invoice Boiler serviced, Chimney to be swept Jan. To go for rent review	
February 21 – 1229	Possible sale of Penroses Terrace	Barrister opinion received.	