



Minutes of a Finance and General Purposes Committee Meeting held in the Town Council Offices, Manor Offices, North Road, Holsworthy, on Wednesday 25th October 2023 at 5.45pm.

Present: Cllrs. Kenneally, De ste Croix, Stone and Parker

In Attendance: Town Clerk (TC),

1386. Apologises for absence.

Cllrs. Dentlinger, Hutchings, Piper and Shepherd.
ATTC

1387. Declaration of Interest

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

1388. Finance and General Purposes Committee Meeting Minutes

Cllr. Parker proposed that the minutes of the Meeting held on 28th June 2023 be signed as a true and accurate record. This was seconded by Cllr De ste Croix and agreed. (Unanimous).

1389. Matters Arising. - To consider matters arising from the Minutes of the Meeting held on the 28th June. For information only.

Minute ref 1381 – Cllr. Parker asked for an update on the hire of a Drone. The Tc has emailed the person concerned requesting a meeting.

1390. To review the Finance & General Purposes Committee Action Plan.

The TC went through the Action Plan.

Both the Mayors and Deputy Chains will be in use until after Remembrance Sunday and the TC will make sure that the engravings are completed after this.

A presentation on Britain in Bloom will be given by the Rotary Club at the November Council meeting.

The TC will contact local estate agents regarding a review of the rent charged on the Council's property.

1391. Accounts due for Payment and Budget Review- To examine and agree the accounts due for payment. Payments were highlighted for the new leaf blower and for the service for the weedkiller kit. The grant received for the Vehicle Activated Signage has now been used to pay the outstanding invoice less the agreed reduction in full.

The TC explained the new process for paying in cash received by the Council to the Post Office now that the HSBC Branch has closed.

The increased income received in Interest from the Councils funds invested in a high interest Bond was noted, this additional interest had greatly increased the forecasted budgeted income for this financial year.

Cllr. Parker proposed the accounts be paid. This was seconded by Cllr. De ste Croix and agreed. (Unanimous).

1392. To give an update on the Council's Earmarked Reserves

There had been no change to the Council's Earmarked Reserves since the last Council meeting. The Maintenance Fund for the Stanhope Park Play area was highlighted as this could be used if any repairs were needed to the existing play equipment. The TC will be meeting onsite shortly with representatives of play equipment suppliers to see if improvements can be made to some items of the existing play equipment and will report back.

1393. To give an update on the Christmas Switch on Event and authorise any expenditure

The TC went through the income and expenditure sheet for the expenditure on the Christmas Switch on event so far and highlighted payments that had recently been paid for the First Aid Cover, Snow Globe and Lighting & Sound. A funding application has been made to the National Lottery but there has been no update on this. The next meeting of the Christmas Working Group will be held at 6pm on Wednesday 1st November just before the Council meeting.

Cllr. Parker proposed that the expenditure made to date on the Christmas Switch on Event be authorised. This was seconded by Cllr. Stone and agreed. (Unanimous).

1394. To consider the draft budget and projects for the financial year 2024/2025.

The TC went through the first draft of the proposed Budget and Projects listed for 2024/25 and briefly went through the decision-making timetable prior to the Budget, Project and Precept being agreed in December 2023/January 2024.

The expenditure and income on the Market were highlighted as was the need to allow increase in the training budget for any requirements the new Town Clerk may have and to encourage councillors to take part in any training especially for those new councillors to attend a new councillor training session/s. The Council's Insurance Brokers had also indicated that the insurance premiums for all Councils are likely to be raised. The income from Penroses Terrace was also discussed.

Added to the suggested projects to be included for discussion was a project to upgrade and refurbish the existing play equipment.

1395. To give an update and consider the Town Clerk & Responsible Financial Officer recruitment process

The Mayor gave an update on the next steps to be taken to appoint a new TC as the existing TC will be retiring in May 2024. The TDC HR Dept has offered assistance including with advertising the post and with psychometric, aptitude and behavioural tests to measure an individual's skills.

It was agreed that the TC would put together a current Job Description and Person Specification for the TC role which would be considered at the next meeting and then formally agreed at the December Council meeting with the recruitment process starting early in the new year.

1396. Town Clerk's Report

The TC mentioned that as it seems that the vandalised lights in Badock Gardens could not be repaired and that new ones would be needed, the Council's Insurers have been notified regarding an Insurance Claim. The expansion of the CCTV coverage was discussed to include additional areas of the town and also temporary CCTV provision for certain areas.

1397. Close

Cllr. Stone closed the meeting at 6.39pm

Signed.....

Date 29.11.23

FINANCE & GP ACTION LIST AS AT 23.10.23

DATE AND MINUTE NO	ACTION	UPDATE	COMPLETED
June 23 October 23 1390	Addition Mayors/Deputy Mayors names to be added.	 Names to be added after Remembrance Sunday.	
June 23	Enter Britain in Bloom	Delayed until 2024 Presentation at Council Meeting 1 st November.	
June 2023	Penrose Terrace.	To go for rent review?	
February 21 – 1229	Possible sale of Penroses Terrace	Barrister opinion received.	
June 23	To consider the hire of Drone services to produce a promotional film of the town.	Meeting to be held.	
June 23	To obtain re valuations of the Council's buildings for insurance purposes	Revaluations obtained	Completed



