



Minutes of a Finance and General Purposes Committee Meeting held in the Town Council Offices, Manor Offices, North Road, Holsworthy, on Wednesday 18th December 2024 at 5.45pm.

Present: Councillors; D. De ste Croix, J. Hutchings, H. Parker, P. Brown

In Attendance: Town Clerk (TC) & Assistant to the Town Clerk (ATTC)

1527. To Elect a Chair for Finance and General Purposes Committee.

Councillor D. De ste Croix proposed Councillor J. Hutchings to be Chair for Finance and General Purposes. This was seconded by Councillor P. Brown and agreed. (Unanimous)

1528. Apologises for absence.

Councillors; N. Kenneally.

1529. Declaration of Interest

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

1530. Finance and General Purposes Committee Meeting Minutes

Councillor D. De ste Croix proposed the Minutes of the Finances & General Purposes Meeting held on 18th September 2024 be approved. This was seconded by Councillor S. Preston and agreed with amendments. (3 For, 1 Abstentions)

Councillor D. De ste Croix proposed the Minutes of the Finances & General Purposes Meeting held on 16th October 2024 be approved. This was seconded by Councillor P. Brown and agreed with amendments. (Unanimous)

1531. Matters Arising. - To consider matters arising from the Minutes of the Meeting held on the....

For information only.

Not matters arose.

1532. To review the Finance & General Purposes Committee Action Plan. (Appendix 1: Action Plan)

Action list was reviewed and confirmed all are in progress or completed.

1533. Accounts due for Payment and Budget Review – To examine and agree the accounts due for payment

The Town Clerk noted that a bill from Anglotech Group for over £600, dated 19/11/24, was billed incorrectly but has since been refunded. Regarding the Polaris, issues with the gearbox have been resolved, but the vehicle's expenses, including MOT and tax, were slightly over budget. Concerns were raised by Cllr. P. Brown about the ongoing costs, prompting Councillors to monitor the situation and consider alternatives, such as purchasing a small van with a tow hitch, which may be more cost-effective. The possibility of including a second-hand van in the 2026/27 budget was suggested, as it could be beneficial for both parks and general council use.

Councillor H. Parker entered at 17:58

Cllr. H. Parker highlighted that the parks budget is severely constrained. Additional expenditure for Badock and play equipment was discussed, with TC explaining that the parks budget is in deficit due to the tarmacking, which was initially assumed to come out of the town's general budget.

Councillor J. Hutchings proposed the accounts for October & November be paid. This was seconded by Councillor P. Brown and agreed. (Unanimous)

1534. To review and agree the Christmas Event Budget 2024.

We are still awaiting updates on the cherry picker and staffing costs. JH noted an additional expense for the person who assisted last week in fixing the lights. JH emphasised the need to allocate funds for purchasing new lights for the upcoming year, as this has become a pressing issue. It was also noted that the lights have never been damaged by wind before, prompting further discussion on the matter.

1535. To discuss and recommend to Full Council the Virement for Tarmac Works at Stanhope Park.

Councillors discussed the virement and requested the office to clarify where the Virement will be taken from prior to Full Council’s decision to agree the Virement. Discussion ensued.

1536. To discuss and agree the hire rates for the Market Hall 2024/25

Discussion ensued regarding the hiring and other potential use of the market hall.

Cllr. J. Hutchings suggested converting the Market Hall into meeting chambers and renting out the current chambers as office space. Cllr. P Brown suggested evaluating all meeting rooms in Holsworthy, which would require consultation with TDC. Cllr. H. Parker recommended using the chambers to store archives and holding meetings in the Market Hall if hiring out the hall is not economically viable.

It was suggested to use Market Chambers for lettings, constructing a false wall in the Market Hall to create both storage area and a dedicated meeting room, which could then be rented as a specialized meeting space.

Councillor D. De ste Croix proposed that the above recommendation is given to Full Council and agreed. This was seconded by Councillor P. Brown and approved. (3 For, 1 Abs)

1537. To discuss and agree the costs and implementation of a financial software system.

TC provided the committee with the quote for the software. They can import current data from old system into new software as it’s part way through. But that’s £500. As VS is here, VS could input historic data into the new software. Captures data at all entry. Can make charts and pie charts and graphs etc. Cllr. P. Brown requested the TC, Cllr. N. Kenneally & Cllr. P. Brown to meet to identify the scribe cost centres prior to implementation

Councillor J. Hutchings proposed implementing financial software and importing previous financial data and be agreed. This was seconded by Councillor P. Brown and approved. (Unanimous)

1538. Town Clerk’s Report

Photocopying is currently tied into a lease, so no changes can be made there. However, adjustments were made to Shredit, reducing the number of bins and cutting costs. As for Zoom, it remains necessary and cannot be eliminated due to its importance for training sessions and meetings.

Councillor J. Hutchings exited the meeting at 18:35

It was unanimously suggested to move F&GP to an earlier time (16:30 / 17:00)

1539. Close

Councillor H. Parker closed the meeting at 18:40

Signed.....

Date

FINANCE & GP ACTION LIST AS AT 18.12.24

ACTION	UPDATE	COMPLETED
To consider the hire of Drone services to produce a promotional film of the town.	Meeting held with Drone operator. Draft film to be circulated via Teams Further meeting to be held with Drone operator re progress.	Drone operator to compile videos after Holsworthy Carnival and send draft to Committee.
Meeting with Play equipment suppliers re play equipment improvements/repairs	Stanhope Play area site visit agreed with Parks Committee to look at replacing the roundabout and new equipment for the bird's nest area (playhouse gym) that is accessible	As decided at Parks Committee November 13/24 Repairs completed Nov 7/24
18.12.24 Recommend to Full Council to discuss renovations to the Market Hall		On Full Council Agenda
18.12.24 Implement Financial Software (Scribe) and import historic data.		Live on April 1, 2025
18.12.24 – Alter start time of Finances & General Purposes Meeting (16:30 / 17:00).		
18.12.24- Plan working a group to identify cost centres prior to the implementation of Scribe financial software	Mayor N Kenneally, Cllr. P Brown and TC to attend	In Progress
18.12.24 – To postpone agreement of Tarmac Virement to Full Council.		Completed at Full Council 15.01.25