



**Minutes of a Finance and General Purposes Committee Meeting held in the Town Council Offices, Manor Offices, North Road, Holsworthy, on Wednesday 24<sup>th</sup> July 2024 at 5.45pm.**

**Present:** Councillors; N. Kenneally, D. De ste Croix, P. Brown, H. Parker, P. Shepherd & K. Stone

**In Attendance:** Town Clerk (TC) & Assistant to the Town Clerk (ATTC), Amanda S.

**1487. Apologises for absence.**  
No apologies received

**1488. Declaration of Interest**  
Councillor K. Stone asked Councillors to declare any relevant interests as they arose.

**1489. Finance and General Purposes Committee Meeting Minutes**

**Councillor D. De ste Croix proposed that the minutes of the Meeting held on the 26<sup>th</sup> June 2024 be signed as a true and accurate record. This was seconded by Councillor P. Brown and agreed.**  
**(For: 5, Abs: 1, Ags: 0)**

**1490. Matters Arising.** - To consider matters arising from the Minutes of the Meeting held on the 26<sup>th</sup> June 2024. For information only.  
No matters arose that were not already covered by the Agenda.

**1491. To review the Finance & General Purposes Committee Action Plan. (Appendix 1: Previous Action Plan)**  
There were no additional updates regarding the Action Plan that aren't already discussed on the Agenda.

**1492. Accounts due for Payment and Budget Review – To examine and agree the accounts due for payment**  
Councillors were happy with the budget sheet. Cllrs queried the cost of gloves. TC clarified the gloves were for the mayors cadet.

**Councillor H. Parker proposed the accounts be paid. This was seconded by Councillor P. Shepherd and agreed. (Unanimous)**

**1493. To agree the Virement for the purchase and installation of the new oil tank in Penrose Terrace.**  
The TC gave a brief description for the virement.

**Councillor N. Kenneally proposed that both accounting packages are investigated further. This was seconded by Councillor H. Parker and agreed. (Unanimous)**

**1494. To discuss progress on the Drone promotional video for Holsworthy**  
Once the carnival has been videoed, the videographer will be able to compile the clips together and create a draft which will come to a council meeting it has been complete.

**1495. To discuss the play park equipment quotes**  
TK Play and Eco playground have responded. Councillors were provided with the 2 current quotes regarding the roundabout. Councillors would like clarification on the quote from EcoPlay, does the quote include the replacement of bearings or other repairs that may be necessary. The TC gave 3 options for the replacement of the gym equipment

1. New equipment
2. Repair equipment
3. No equipment

Discussion ensued. TC to chase quotes to find equipment that will fit in the former bird nest location. Councillors discussed the options.

**1496. To discuss and agree upgrading the IT and compliance within the Council office.**

The TC prepared quotes from a local company for councillors to review regarding the IT system. It is currently the only quote sourced regarding the IT systems and another is due to be received. Discussion ensued. Cllr. P. Shepherd felt the process should have gone to tender.

**Councillor H. Parker proposed that the whole IT package is purchased with the provided quote. This was seconded by Councillor N. Kenneally and agreed. (For: 5, Abs: 0, Aps: 1)**

**1497. To discuss the purchase of a Silent Ryder for the Polaris.**

The TC informed the committee of recent complaints received regarding the volume of the Polaris during the early hours of the morning and recommended the purchase of the silent rider. The silent rider is a vehicle addition that reduces the volume of the vehicle. Discussion ensued. Councillors could not vote but stated they are happy to support the Town Clerk in their decision to purchase the silent rider due to the cost being below £500.

**1498. To agree the training and cost for the Assistant to the Town Clerk to progress onto the Certificate in Local Council Administration qualification in September 2024.**

Councillors were presented with an information booklet regarding the Certificate in Local Council Administration qualification. The ATTC will need to attend several webinars as well as build a portfolio to submit to the examination board.

**Councillor P. Shepherd proposed that the cost of training for the Assistant to the Town Clerk to progress onto the Certificate in Local Council Administration qualification in September 2024 is approved. This was seconded by Councillor D. De ste Croix and agreed. (Unanimous)**

**1499. Town Clerk’s Report**

The Town Clerk provided councillors with a pack of information from Holsworthy 44, for information only.

**1500. Close**

Councillor K. Stone closed the meeting at 18:55

Signed.....

Date .....

## FINANCE & GP ACTION LIST AS AT 26.06.24

ACTION	UPDATE	COMPLETED
Penrose Terrace.	Works required to Boiler Room, Oil Tank to be renewed and reinsulating around window. 2 additional quotes received. Awaiting guidance from previous contractor.	
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.	
Meeting with Play equipment suppliers re play equipment improvements/repairs	Play equipment companies contacted visits are being booked in. Two visits completed so far. One visit due 27.06.24 and a comparison table will be drafted to go to Parks Committee.	