



**Minutes of a Finance and General Purposes Committee Meeting held in the Town Council Offices, Manor Offices, North Road, Holsworthy, on Wednesday 26<sup>th</sup> June 2024 at 5.45pm.**

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

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

**1475. Apologises for absence.**

Cllr N. Kenneally & P. Shepherd

**1476. Declaration of Interest**

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

**1477. Finance and General Purposes Committee Meeting Minutes**

**Councillor D. De ste Croix proposed that the minutes of the Meeting held on the 29<sup>th</sup> May 2024 be signed as a true and accurate record. This was seconded by Councillor H. Parker and agreed.**

**(For: 3, Abs: 0, Ags: 0)**

**1478. Matters Arising.** - To consider matters arising from the Minutes of the Meeting held on the 29<sup>th</sup> May 2024. For information only.

No matters arose.

**1479. To review the Finance & General Purposes Committee Action Plan. (Appendix 1)**

The TC informed the committee that though a previous quote for the boiler repairs has been agreed another contractor has been in contact with an additional quote as informed by the tenants. The TC is now awaiting guidance.

*Councillor P. Shepherd entered the meeting at 17:49*

Councillors request that contractors contact us directly and not the tenants. Councillors would prefer to go with first quote as agreed if advised. No further updates regarding the use of a drone for a promotional film of Holsworthy has been received. Quotes are being sourced for play equipment repairs/replacement.

**1480. Accounts due for Payment and Budget Review – To examine and agree the accounts due for payment**

The TC gave a brief update on the finances. Discussion ensued. Councillors queried multiple payments to Acuiti to which the TC clarified 2 payments were for outstanding invoices from April 2023 and March 2022. Councillors felt they should review the services being provided by Acuiti when a new TC is in place. Cllr. P. Shepherd requested that a service provider review is added to the next F&GP Agenda. Discussion ensued.

*Councillor P. Brown entered the meeting at 18:06*

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

**1481. To discuss recommendation for payment – for a new accounting package for Town Council Accounts.**

The TC gave a brief description on accounting packages. The process of researching suitable accounting packages will be time consuming and a new town clerk will require time to learn, understand, research and set up the software. The TC informed the council that the SLCC has a small directory of 6 accounting companies with 2 being useful for small councils: Easy PC Accounts and Scribe.

The TC suggests researching the 2 financial software options for smaller councils. Cllr. P. Brown recommended purchasing a package. TC advised that further research is required before choosing a software. Discussion ensued.

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

- 1482. To discuss recommendation for payment –** and cost for both the Shred It bins in the Council office. The Town Clerk gave a brief update on the contract with Shred-it. Discussion ensued. TC recommends cancelling the contract with Shred-it now prior to its next renewal date in the new year. To investigate other options for confidential waste disposal.

**Councillor P. Brown proposed to pull out of the reoccurring contract with Shred-it. This was seconded by Councillor D. De ste Croix and agreed. (Unanimous)**

- 1483. To propose the works and payment -** for the Tarmac Path in Stanhope Park  
Brief discussion ensued.

**Councillor D. De ste Croix proposed that the quote received for the tarmacking of Stanhope Park is agreed and paid. This was seconded by Councillor P. Brown and agreed. (Unanimous)**

- 1484. To propose the Insurance Policy renewal and payment-** for insurance for the Town Council.  
Brief discussion ensued.

**Councillor H. Parker proposed that the Insurance Policy is renewed and payment is made. This was seconded by Councillor P. Shepherd and agreed. (Unanimous)**

- 1485. Town Clerk's Report**  
The Town Clerk had nothing additional to report to the Councillors.

- 1486. Close**  
Councillor K. Stone closed the meeting at 18:44

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.	