



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

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

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

- 1501. To Elect a Temporary Chair for Finance and General Purposes Committee.**
Councillor P. Shepherd proposed Councillor P. Brown to be Temporary Chair for Finance and General Purposes. This was seconded by Councillor N. Kenneally and agreed. (Unanimous)
- 1502. Apologises for absence.**
Cllr. Hutchings, D. De ste Croix
- 1503. Declaration of Interest**
Councillor Brown asked Councillors to declare any relevant interests as they arose.
- 1504. Finance and General Purposes Committee Meeting Minutes**

Councillor P. Shepherd proposed that the minutes of the Meeting held on the 24th July 2024 be signed as a true and accurate record. This was seconded by Councillor N. Kenneally and agreed.
(4 For, 0 Abstention, 0 Against)
- 1505. Matters Arising.** - To consider matters arising from the Minutes of the Meeting held on the 24th July 2024.
For information only.
No Matters arose.

Councillor D. De ste Croix exited at the meeting at 17:47
- 1506. To review the Finance & General Purposes Committee Action Plan. (Appendix 1: Action Plan)**
Penrose Terrace the boiler is now fully installed and completed and can now be removed from action plane. Cllr. N. Kenneally briefed the committee on the promotional video, the shot of the carnival was the only item that the drone operator was unable to shoot due to the weather. This has been projected for and will progress once the carnival has come along. The Parks committee has decided to restart the parks equipment action and prioritise the sun lounge instead.
- 1507. Accounts due for Payment and Budget Review – To examine and agree the accounts due for payment**
Councillors discussed the budgeted expenditure such as Salaries, training and cllrs expenses. Discussion ensued. Cllr. N. Kenneally clarified that the Mayor Allowance will go toward a charity event which is in the process of being organised. Further discussion ensued. Councillors discussed the compliments received regarding the planters. Office staff to contact TDC – Kirsty regarding funding for the Market to improve the advertising and loss of the market and other sources for grant funding. It was also discussed that Penrose income is to go toward Badock Gardens. The office will review the subscriptions currently being invested in. Cllrs requested Payroll to be discussed and agreed at the next Finance & General Purposes meeting. Councillors discussed reoccurring grants and feel they should be reviewed when budgeting. Discussion ensued.

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

1508. To agree project leads list and priorities with possible timeframes.

The committee reviewed the project leads list and discussed priorities. Councillors felt the following Projects were priority currently:

1. Sun Lounge (To go to tender)
2. Christmas Working Group (Meeting on Tuesday 24th September)
3. Remembrance Day Parade (Meeting on Monday 30th September to clarify order)
4. VE Day for 2025 (Awaiting advice from Central Government)
5. Holsworthy 44 Soldier
6. Hardware Upgrade.

H44 Soldier will be placed in the flower bed at the Memorial Hall however, the Memorial Hall will be unable to pay the costs for the concrete plinth.

Councillor N. Kenneally exited at the meeting at 19:05

1509. To agree Virement for the payment of additional Office Staff.

The TC refreshed councillors on this virement regarding the use of general reserves. The committee were informed that for every payment to the additional office staff a new virement would need to be agreed after every payment. It was recommenced to take out professional services then in December to create virement from general reserves into professional services. TC suggested creating an IT budget.

Councillor P. Brown proposed that the additional staff will be paid out of professional services and a virement will be completed in December to use General Reserves. This was seconded by Councillor P. Shepherd. (Unanimous)

1510. To agree Virement for the payment of the IT upgrade.

TC briefed the committee on the Virement for the IT upgrade and informed the committee that the hardware has been installed.

Councillor H. Parker proposed the Virement No. 6 be paid and approved. This was seconded by Councillor D. De ste Croix and agreed. (Unanimous)

1511. Town Clerk’s Report

Feel like we are finally in a confident place with the finances. Teamwork has helped cope with the financial workload.

1512. Close

Councillor P. Brown closed the meeting at 19:11

Signed.....

Date

FINANCE & GP ACTION LIST AS AT 18.09.24

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.	Fully installed and 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	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.	As decided at Parks Committee on 11 th Sept, office to revisit this action from the beginning.

Prioritised Projects

18.09.24

Project	UPDATE	COMPLETED
No.1 Sun Lounge	Gone to tender	
No.2 Christmas Working Group	Date set, vendors being booked, Awards for all has been applied for and next meeting: 8 th October 2024 at 15:30 in Manor Offices.	
No.3 Remembrance Meeting	Completed	Completed 30.09.24
No.4 VE Day for 2025	In progress	
No.5 Holsworthy 44 Soldier	In Progress	
No.6 Hardware Upgrade	2 laptops and 1 PC set up in manor offices. Awaiting	
For information HYFC Pitch Improvement	In progress – phase one complete	Phase one has been completed.