



Minutes of a Finance and General Purposes Committee Meeting held in the Town Council Offices, Manor Offices, North Road, Holsworthy, on Wednesday 26th February 2025 at 6.00pm.

Present: Councillors; N. Kenneally, H. Parker, J Hutchings, P. Brown

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

Absentees: No Absentees

1553. Apologises for absences

Councillors; D. De ste Croix.

1554. Declaration of Interest

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

1562- Christmas Expenditure – Cllr. J. Hutchings declared an interest.

1555. Public question time

No members of public in attendance.

1556. Minutes of the last meeting – to sign and agree the Minutes of the F & GP Committee Meetings held on the 22nd January 2025.

Councillor H. Parker proposed that the minutes of the meeting held on 22nd January 2025 was a true record and be agreed. This was seconded by Councillor P. Brown and approved. (3 For, 1 Abstentions, 0 Against)

1557. Matters arising – To consider matters arising from the Minutes of the Meetings held on the 22nd January 2025 not already covered by the Agenda. For information only.

1558. To review the Finance & General Purposes Committee Action Plan.

Cllr. N. Kenneally gave a brief update on the drone footage, the drone operator is currently completing a large project but will compile the videos he has gathered and bring it to committee to review.

1559. Accounts due for Payment and Budget Review – *To examine and agree the accounts due for payment*

Cllr N. Kenneally requested larger font and commented that the cost for the Cherry picker hire was lower than expected. Discussion ensued. Councillors discussed the invoices received from Acuiti. TC clarified that there are several invoices remaining to pay, however, they have informed me that they have been setting up automatic invoicing which will be sent to Holsworthy Town Council quarterly. TC did clarify that she has spoken with Acuiti and explained the importance of receiving invoices during the current financial year due to our status as an audited local government authority. TC provided committee with the invoices form Acuiti. Clarity was given. Discussion ensued. TC clarified that the Bideford Mayor's Charity Ball will be refunded, the asbestos survey is being paid, however, they did try increasing the cost that was previously agreed on which has now been amended. Cllr. J. Hutchings queried the income for St Peter's Fair in July, TC to investigate where this income is recorded.

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

1560. To discuss and agree the defib contract up for renewal in June 2025

Cllr J. Hutchings began by giving an example of another Parish which did not have a contract with SWAST, whereby their defib was stolen several times, which they had to raise fund for to replace each time. This shows the importance of the renewal with SWAST. Discussion ensued. Cllrs discussed contacting those that fundraised/donated toward the defibs previously in addition to other local organisations / charities. Cllr. J. Hutchings clarified that when the Town Council originally purchased the defibrillators the idea was to have defibrillators within 2 minutes of each other to improve the availability and accessibility of defibrillators for those in need and reduce the risk.

Currently, Holsworthy Town Council have 8 defibrillators:

- Sports Pavilion
- White Hart Hotel
- Holsworthy Amateur Theatrical Society (HATS)
- Football Club
- Holsworthy Area Sports Pavilion (HASP)
- The Social Club
- Holsworthy Memorial Hall
- Jag Signs
- The Sorting Office

The committee discussed reaching out to various local organisations such as previous fundraisers in addition to other local organisations and charities such as Balsdon trust, Lions, Rotary, Scouts etc. Cllr. J. Hutchings suggested any shortfall for funding be sourced from the Town Centre Regeneration fund. Cllr. J Hutchings also suggested if Holsworthy Hamlets would like to continue with their renewal with SWAST, they can add their defibrillators to Holsworthy Town Council's and renew them alongside ours and if Holsworthy Hamlets would like to attend our training and/or advertise it, they are welcome to as it is free.

Cllr. J. Hutchings proposed writing to previous fundraisers and other organisations/ charities in Holsworthy and revisit the renewal decision in a future meeting and be agreed. This was seconded by Cllr. N. Kenneally and approved. (Unanimous).

1561. To give an update on works required at Penrose Terrace.

The TC informed the committee that Chimney and boiler are now being serviced. TC also informed the committee that the inspection is due and would like a councillor to attend. Discussion ensued. TC to email councillors to request 1 to attend inspection with TC. Councillors reviewed the income and expenditure of the property to evaluate its viability. Cllr. J. Hutchings suggested selling the property. Further discussion ensued.

1562. To review and agree the Christmas Event Finances 2024

Cherry picker has now been paid. TC provide councillors with a list of the Council's current Christmas Lights. Discussion ensued. Cllr. J. Hutchings to meet with Town Ranger to review lights and collect own lights lent to Holsworthy Town Council last year. Cllr. J. Hutchings suggested getting rid of majority of old lights to prevent future issues. Discussion ensued. Cllr. Hutchings suggested selling the lights. Cllr. P. Brown agreed. TC advised against selling the lights as they could pose a liability risk. Discussion ensued.

Cllr. H. Parker proposed that the Expenditure for the Christmas Event 2024 be agreed. This was seconded by Cllr. N. Kenneally and approved. (3 For, 1 Abstention, 0 Against).

1563. To discuss and approve the budget for the 50th anniversary Civic Twinning Event on 29th May, 2025 in Holsworthy

The TC has attend 3 meetings regarding the Twinning and have been corresponding regularly. The Twinning Association have asked HTC to organise a civic reception to celebrate the 50th Anniversary of the Twinning on Thursday 29th May 2025. Discussion ensued. Cllr. J. Hutchings mentioned that in previous years the Twinning Association have applied for a grant to assist with the costs of their reception and stated that the Council would not be responsible for organising a Twinning Reception as this is a closed group. Further discussion ensued. Cllr J. Hutchings suggested writing to the Twinning Association to request a formal request for the event, their expectations from HTC in addition to the Twinning Association's contribution(s).

The TC briefed the committee on the current understanding for the event which is a civic reception to be held in the Holsworthy Memorial Hall from 6pm to celebrate the 50th Anniversary of the twinning, however, noted that the Mayor of Aunay-sur-Odon will not be present. Cllr. N. Kenneally felt strongly that the Town Council should be involved in this event and stated that as the local government structure is different, it may be that a mayor would be present but to confirm this. Discussion ensued.

Councillor J. Hutchings proposed to approach the Twinning Association to request formal details of their event, expenditure it incurs for the Town Council and their contributions and to go to Full Council and be agreed. This was seconded by Councillor P. Brown and approved. (Unanimous)

1564. To discuss and decide on the option of taking the license for the Manor car park wishing well and footpath from the Holsworthy Rotary Club.

Cllr H. Parker briefed the committee on the history on the Holsworthy Rotary Club well. Historically it has not raised much more than £20 in total. IT's usually full of litter. Discussion ensued. Cllr. J. Hutchings suggested altering the top of the well to have a specific hole for coins to prevent/reduce litter contamination. Cllr. N. Kenneally stated it would need a more suitable pathway but likes the well. Discussion ensued.

Cllr. J. Hutchings proposed deferring this item to Full Council and be agreed. This was seconded by Cllr. H. Parker and approved. (Unanimous)

1565. Town Clerk's Report

The TC gave a brief update on the banking procedures. The HSBC cards are being transferred to the new Town Clerk, then the final stage of ownership will be implemented. Skipton Banking is in process and documentation is being signed.

The Assistant to the Town Clerk exited the meeting at 19:09

Councillor J. Hutchings proposed that in view of the special or confidential nature of the following business to be transacted, it is advisable, in the public interest, that the public and press temporarily be excluded and they will be instructed to withdraw. This was seconded by Councillor H. Parker and agreed. (Unanimous)

1566. To discuss and approve additional staffing in the HTC office for the next financial year.

Councillors discussed the employment of an additional staff member.

1567. To discuss and approve the permanent employment of the Town Clerk / Responsible Financial Officer.

The Town Clerk exited the meeting at 20:20

Councillor H. Parker proposed to approve the permanent employment of the Town Clerk / Responsible Financial Officer and be agreed. This was seconded by Councillor N. Kenneally and approved. (Unanimous)

1568. Close

Councillor J. Hutchings closed the meeting at 20:45

Signed.....

Date