



Minutes of a Finance and General Purposes Committee Meeting held in the Town Council Offices, Manor Offices, North Road, Holsworthy, on Wednesday 19th March 2025 at 5.00pm.

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

In Attendance: Town Clerk (TC) & Assistant to the Town Clerk (ATTC)
Cllr. J. Allen

Absentees: No Absentees

1553. Apologies for absences

Councillors; D. De ste Croix.

1554. Declaration of Interest

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

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 26th February 2025.

Councillor P. Brown proposed that the minutes of the meeting held on 26th February 2025 was a true record and be agreed. This was seconded by Councillor H. Parker and approved. (Unanimous)

1557. Matters arising – To consider matters arising from the Minutes of the Meetings held on the 26th February 2025 not already covered by the Agenda. For information only.

Cllr. J. Hutchings to sign amended Jan minutes as agreed at last F&GP meeting.

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

Discussion ensued regarding the transfer to Scribe. TC clarified that training is taking place and there may be errors during the learning process.

1559. Accounts due for Payment and Budget Review – *To examine and agree the accounts due for payment*
Councillors discussed the finances and budget. Councillors discussed the increase of payments made to Acuti and TC clarified that they are catching up with their invoicing and will be invoicing us regularly from now on. Cllrs reviewed the budget sheet.

Councillor N. Kenneally proposed the accounts for February be paid. This was seconded by Councillor P. Brown and agreed. (Unanimous)

The TC informed the committee of 3 virements due for approval. Virements 11, 13 & 14.

Councillor N. Kenneally proposed that Virements 11 '1250', 13 '2500.00' & 14 '2663.00' are agreed. This was seconded by H. Parker and approved. (Unanimous)

Cllrs discussed how virements may affect the overall budget percentages. Cllr. J. Hutchings suggested getting confirmation in writing that everything is paid up to date from Acuti. Committee concur with this. Cllr. P. Brown also suggests a column for projects. TC clarified that amendments to the formatting of finance documents will not currently be made as scribe will be implemented in the new financial year and would alter the layout. Cllrs also requested MUGA funds to be broken down to indicate the amounts going toward the MUGA and the amount going toward the Football club. Discussion ensued.

1560. To Update the defib contract up for renewal in June 2025

TC informed the committee that the defib letters have been created and ready to send out. Cllrs reviewed the letter and asked for the following amendments to be included:

- Holsworthy Town Council defibrillators are situated throughout the town within 2 minutes of each other to reduce risks.
- Past generosity from Holsworthy businesses and organisations has made this system possible and effective and we thank you for that.

To be more specific to the organisations that have previously supported the defibrillator renewals: HATS, Memorial Hall, Social Club and Football Club.

1561. To approve the quote for the WWI, WWII, Memorial update and maintenance.

The TC informed the committee that John Short, the mason, confirmed that the war memorial is full, and the cost for adding a wedge to include the name is £736 plus VAT or £926.65 plus VAT, depending on the specifications. Cllr. J. Hutchings suggested consulting the museum to ensure they are satisfied with the proposed approach. TC confirmed that L. Curtis from the museum has been kept informed and is happy with the plan. Cllr. N. Kenneally described the granite plinth beneath the name. Cllr. J. Hutchings raised concerns about the size of the slab and asked whether space was being left for additional names. TC suggested visiting the mason to discuss the issue further. Cllr. J. Hutchings disagreed with the proposed size of the slab and inquired whether the name would be placed on the top or front face. TC advised Cllr. Hutchings to visit the mason on Wednesday to discuss his concerns and clarify the proposal.

Councillor N. Kenneally proposed to agree the full payment of £926.65 and be agreed. This was seconded by Councillor J. Hutchings and approved. (Unanimous)

1562. To give an update on works required to Penrose Terrace.

The TC informed the committee that the chimney and oil boiler have been serviced. A property inspection is being organised with Cllr. I. Edwards and TC. In addition to this, quotes are being sourced to repair the roofing tiles which were damaged in recent weather events. TC also noted the low rent for the property stating it is lower than property value and suggests a rent review. Discussion ensued. Tc to investigate when the rent review is due.

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

TC noted that, as agreed at Full Council, approval at the AGM is needed to determine how much food is required for the event. JH stated that a budget cannot be set until May. TC will speak to Twinning to confirm whether members of the public can be invited. Cllr. Hutchings suggested sending out invitations for the public and asking Twinning if they are happy for the event to be advertised online.

Anyone interested in attending should contact the office to express their interest in securing a place. The matter could be discussed at F&GP in April. An invitation and social media post should be published now, with a deadline set before the next F&GP meeting. Twinning should be consulted before advertising, as the event is being funded.

1564. Town Clerks Report

The TC had no additional items to report to committee.

Councillor N. Kenneally 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 provide an update on HTC staffing structure

TC advised on the current staffing structure. Discussion ensued.

1567. Close

Councillor J. Hutchings closed the meeting at 18:04

Signed.....

Date