



Minutes of a Finance and General Purposes Committee Meeting held in the Town Council Offices, Manor Offices, North Road, Holsworthy, on Tuesday 3rd June 2025 at 2.00pm.

Present: Councillors; J. Allen, J. Hutchings & H. Parker

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

Absentees: No Absentees

1583. Apologies for absences

Councillors; D. De ste Croix & P. Brown

1584. Declaration of Interest

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

1585. Public question time

No members of public were in attendance.

1586. Minutes of the last meeting – to sign and agree the Minutes of the F & GP Committee Meetings held on the 16th April 2025.

Councillor H. Parker proposed that the minutes of the meeting held on 16th April 2025 was a true record and be agreed. This was seconded by Councillor J Allen and approved. (Unanimous).

1587. Matters arising – To consider matters arising from the Minutes of the Meetings held on the 16th April 2025 not already covered by the Agenda. For information only.
No matters arose.

1588. To review the Finance & General Purposes Committee Action Plan.

Councillors reviewed the Action List.

1589. Accounts due for payment and Budget Review – To examine and agree the accounts due for payment.

The ATTC provided the committee with the new financial reports from Scribe and assisted councillors with understanding the figures. Councillors reviewed the documents.

1590. To receive and recommend to Full Council the Annual Internal Audit Report and Internal Accounts for the Financial Year 2024/25

Councillors reviewed the Annual Internal Audit Report and Internal Accounts for the Financial Year 2024/25. Councillors discussed the difference from previous year. The TC noted that there were discrepancies between the Market takings and S106 funding. Further discussion ensued. Councillors would like the TC to clarify with the Auditor why the 7 vs 8 figures are not equal.

1591. To receive and recommend to Full Council the Annual Governance Statement detailed in the Annual Return for the Financial Year 2024/25

Councillors reviewed the Annual Governance Statement for the Financial Year 2024/25

1592. To receive and recommend to Full Council the Accounting Statements for the Financial Year 2024/25.

Councillors reviewed the Accounting Statements for the Financial Year 2024/25

- 1593. To agree on reporting requirements from the new HTC financial software system – Scribe.**
Councillors reviewed the financial reports form Scribe provided prior to the meeting in addition to the reports available online. The committee discussed which reports would be beneficial for Full Council to enable council members to understand the figures and data provided. Discussion ensued. Reports agreed are Income, Expenditure & Earmarked Reserves.
- 1594. To nominate three Councillors to conduct the internal monthly financial audit for the next quarter.**
The TC informed the committee on the process for the internal monthly financial audit process and requested three councillors to assist with this process for this quarter. Discussion ensued. Councillors P. Brown, H. Parker & J. Allen.
- Councillor J. Hutchings proposed that Councillors; P. Brown, H. Parker & J. Allen conduct the internal monthly financial audit for the next quarter and be agreed. This was seconded by Councillor H. Parker and agreed. (Unanimous)**
- 1595. To give an update on the works required at Penrose Terrace.**
The TC informed the committee that the roof has been repaired, and the contractors will be repairing the hole in the mechanical shed.
- 1596. To discuss and decide on the VAT allocation for the Sunlounge Project.**
The TC provided the committee with advice received from SLCC regarding the rules regarding claiming VAT. Discussion ensued. Councillors felt that advice is required from a specialist to finalise the decision to claim VAT. Discussion ensued. TC advised that Cllr. P. Brown has requested further advice from VAT expert.
- Councillor J. Hutchings proposed that Holsworthy Town Council will reclaim the VAT for the Sunlounge Project Subject to advice from a VAT expert and be agreed. This was seconded by Councillor H. Parker and agreed. (Unanimous)**
- 1597. To propose the Insurance Policy renewal and payment – *for insurance for the Town Council***
Councillors reviewed the insurance policy and queried whether the Council are covered twice for cyber insurance/ coverage. Cyber Security was discussed further. TC to query with cyber provider to clarify if their cyber coverage is similar or different to the insurance coverage.
- Councillor J. Hutchings proposed to agree the Insurance Policy and payment once clarification has been received from Cyber provider and be agreed. This was seconded by Councillor H. Parker and approved. (Unanimous)**
- 1598. To discuss and agree increasing the HSBC daily banking expenditure limit.**
The TC informed the committee that currently the expenditure limit is preventing current payments being made due to projects such as Sunlounge and play park equipment in addition to direct debits for National Insurance payments. Discussion ensued. It was clarified that the expenditure limit is not affected by direct debits. Further discussion ensued. Cllr. J. Allen suggested reviewing the Financial Regulations prior to altering any expenditure limits.
- 1599. To update pm HSBC banking mandate and primary user.**
The TC informed the committee that we are still awaiting paperwork to progress with the primary user and mandate. Councillors queried the bond which has now matured. Discussion ensued. To investigate 1month and 3month bonds/investments which allow easy access. Cllr .J. Hutchings suggested requesting advice from a financial advisor regarding the finances to ensure the funds are safe. Further discussion ensued.
- 1600. Town Clerk's Report – to receive a report from the TC for information only**
The Town Clerk had no additional items to report on.
- Councillor H. Parker 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 J. Allen and agreed. (Unanimous)**

1601. To update and discuss the Holsworthy Football Club Lease.
The committee discussed the Holsworthy Football Club Lease.

1602. Close
Councillor J. Hutchings closed the meeting at 16:00

Signed.....

Date