



**Minutes of a Finance and General Purposes Committee Meeting held in the Market Hall,
The Square, Holsworthy, on Wednesday 17th September 2025 at 5pm.**

Present: Councillors; H. Parker, N. Kenneally, J. Allen & D. De ste Croix.

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

Absentees: No Absentees.

1627. Apologies for absences

Councillors; P. Brown, J. Hutchings

1628. Declaration of Interest

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

1629. Public question time

No members of public in attendance.

1630. Minutes of the last meeting – to sign and agree the Minutes of the F & GP Committee Meetings held on the 18th June and the 15th July 2025.

Councillor D. De ste Croix proposed the minutes of the meeting held on 18th June 2025 be signed as a true record and be agreed. This was seconded by Councillor D. De ste Croix and approved. (3 For, 1 Abstention, 0 Against)

No quorum for 15th July 2025

1631. Matters arising – To consider matters arising from the Minutes of the F & GP Committee Meetings held on the 18th June and the 15th July 2025.

The committee reviewed the Minutes of 18th June & 15th July 2025.

Cllr. N. Kenneally suggested adding the Minutes of F&GP held on 15th July to be signed at Full Council

1632. To review the Finance & General Purposes Committee Action Plan.

Cllr N. Kenneally updated the committee regarding the promotional video for Holsworthy noting that Cllr. J. Hutchings has met with the videographer; the videos will be sent to Cllrs; N. Kenneally and J. Hutchings to review and during their review they will decide the sequence of videos to be used for the promotional video.

The Christmas lights will be discarded and new lights to be purchased. A new contractor has been sourced for the War Memorial; it will be completed by the end of October 2025.

1633. Account payments/receipts and Budget Review – To examine and agree the accounts.

The committee reviewed the financial documentation provided prior to the meeting. The TC clarified that the following documents have been sent to the committee prior to the meeting: Income for July 25 & August 25, Expenditure for July 25 & August 25, Working budget sheet, earmarked reserves & reserves balance. Discussion ensued. The TC gave a breakdown of the Sun Lounge Project's expenditure noting the VAT has been returned into the budget. TC also informed the committee of Cllr. J. Tadman's suggestion of adding poppy crosses to the memorial plaques in Stanhope Park using the remaining funds from the VE Events budget. Discussion ensued. The committee agreed to receive the working budget, income & expenditure and net position will be provided for further F&GP meetings.

Councillor D. De ste Croix proposed the Finances for July 2025 & August 2025 are a true record and be agreed. This was seconded by Councillor H. Parker and approved. (Unanimous)

Cllr. J. Allen agreed to visit the office to get clarity on several items on Scribe with TC & ATTC.

1634. To discuss and recommend banking investments

The TC advised the committee that three to six months of funds must remain accessible as a safeguard. Cllr J. Allen then briefed the committee on her proposal regarding HTC's investment. Her proposal is to invest in order to offset inflation through interest returns. Discussion ensued.

It was noted that only £85,000 would be covered via FSCS protection. While the likelihood of HSBC collapsing is considered low, it was agreed that public money must still be kept safe. Cllr J. Allen also provided a brief background on HSBC, noting recent concerns that have been raised in the news.

Cllr J. Allen suggested increasing the balance held with Skipton by £40,000. Once all technical details have been resolved, the funds could then be transferred into a higher-rate account. Cllr J. Allen also suggested building a relationship with Lloyds Bank, as they visit Holsworthy Library regularly and it may be worth considering them in the future. She noted that the Skipton account is already performing above the current inflation rate and remains accessible when required (limited to once a year) which the TC will clarify with Skipton.

It was agreed that Cllr J. Allen and TC will clarify the details further at the upcoming Finance Meeting in relation to both Scribe and the investment proposal.

Councillor N. Kenneally proposed recommending to Full Council to invest £40,000 into Skipton to the into easy access account with interest rate higher than inflation after clarifications and receipt of 2nd Precept payment and be agreed. This was seconded by Councillor H. Parker and approved. (Unanimous).

The TC asked the committee to consider whether they have sufficient funds should they decide to take on the Manor Offices, which currently would not be sufficient.

1635. Town Clerk's Report – to receive a report from the TC for information only

Banking- All HTC mandates and authorities are up to date.

July and August finances were reconciled by Cllrs; J. Allen & H. Parker.

The Sunlounge and outbuilding are currently being re-assessed after the project completion for insurance purposes at a cost of £90.00

The 2nd quarter VAT refund will be filed at the end of September.

HTC Staff

The Annual NJC Union (National Joint Council) and NALC agreed on wages for local Council employees and relevant backpay was issued to staff in August 2025.

Training – Parks: Ladder Safety and COSHH (containment of Hazardous substances) completed 16.09.25 – locked container at Badock with an inventory and clearly labelled items as per regulations.

Office to purchase a ladder stabiliser for ladder positioning on uneven grounds and ensure a second person is present to foot the ladder when necessary.

HTC Staff- Fire safety awareness – Completed Sept 12, 2025. This training update will be added to the HTC office Fire Risk assessment and TC is meeting with a TDC fire safety contractor on Monday Sept 22 to ensure correct fire gear is in place at the sunlounge and outbuildings.

ATTC- has completed 30% of the CiLCA certificate to date and the TC will begin CiLCA with the February 2026 intake.

Lone working guidelines for safety have been implemented for Park staff and being followed.

1636. Exchange of information

Cllr. D. De ste Croix asked the committee if flowers and a card could be purchased for Cllr. S. Preston and delivered. Brief discussion ensued. Flowers and a card will be organised for Cllr. S. Preston.

1637. Close

Councillor J. Allen closed the meeting at 18:02

Signed.....

Date

DRAFT