



**Minutes of a Finance and General Purposes Committee Meeting held in the Market Hall,**

**The Square, Holsworthy, on Wednesday 19<sup>th</sup> November 2025 at 5pm.**

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

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

**Absentees:** No absentees

**1652. Apologises for absences**

Councillors; N. Kenneally & D. De ste Croix

**1653. Declaration of Interest**

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

**1654. Public question time**

No members of public in attendance.

**1655. Minutes of the last meeting** – to sign and agree the Minutes of the F & GP Committee Meetings held on the 15<sup>th</sup> October 2025.

**Councillor J. Hutchings proposed the minutes of the meeting held on 15<sup>th</sup> October 2025 be signed as a true record and be agreed. This was seconded by Councillor H. Parker and approved. (Unanimous)**

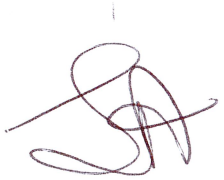
**1656. Matters arising** – To consider matters arising from the Minutes of the F & GP Committee Meetings held on the 15<sup>th</sup> October 2025.

The TC informed the committee that as noted in the previous minutes, ad hoc staff completing tasks will be paid £15 per hour.

**1657. To review the Finance & General Purposes Committee Action Plan.**

Councillors reviewed the Finances & General Purposes Action list. HAFC will be paid their funding minus the costs of the lease. Cllr. J. Hutchings will discuss this further with Coodes. Discussion ensued. Councillors unanimously agreed to keep £10,000 to fund the lease and pay remaining to HAFC to allow them to progress with stage 2 of their pitch resizing project. Once lease is finalised and paid for, the remaining funds can be given to the Football Club. Councillors discussed banking options and noted further information is required.

*Councillor P. Brown entered the meeting at 17:27*

 21/11/26

**1658. Account payments/receipts and Budget Review – To examine and agree the accounts.**

Councillors reviewed the payments, receipts and budget.

**Councillor H. Parker proposed the Finances for October are a true record and be agreed. This was seconded by Councillor P. Brown and approved. (Unanimous)**

**1659. To discuss and agree the financial reports to be presented at Full Council Meetings.**

Councillors discussed the financial documents available and noted they would like the following financial documents for Full Council.

- Net Summary by Cost Centre only
- Working Budget by Cost Centre only
- Earmarked Reserves

It was noted that currently, there does not appear to be a working budget sheet available for cost centre only, however TC to investigate with Scribe to make a monthly report via cost centre not cost codes.

**Councillor J. Hutchings proposed the financial reports to be presented to Full Council are Net Summary by Cost Centre only, Working Budget by Cost Centre only & Earmarked Reserves and be agreed. This was seconded by Councillor H. Parker and approved. (Unanimous)**


**1660. To discuss the 2026/27 draft Budget**

The committee reviewed the draft budget. The TC went through each heading and column explaining it to Cllrs and noting any alternations. Cllr H. Parker noted that the budget for Elections should be increased to better prepare the council for any elections that may appear and to be prepared for the upcoming elections in 2027. Discussion ensued. Cllr. J. Hutchings informed the committee that the sinking fund is relevant to Penrose Terrace and believe it should be removed. Further discussion ensued.

The TC advised councillors to ensure there is funding for Devolution and noted currently £10,000 has been budgeted for on the draft budget, which may not be enough due to the changes that are likely to occur such as staffing, asset transfers, services provided and more.

The committee discussed the income. TC to source further information about the previous increase to the rent at the Council's property.

Cllr. J. Hutchings requested 2025/26 budget column on the draft budget be amended to the agreed figures in January 2025, to include the reserves (/projects) showing previous budgeted amount, current budgeted amount and the overall total. To add a column which excludes the VAT from 2025/26 to enable a more accurate estimation for the new budget for 2026/27.

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**1661. Town Clerk's Report**

The TC had no additional items to report to committee.

**1662. Exchange of information**

No additional information was exchanged.

**1663. Close**

Councillor J. Allen closed the meeting at: 18:08

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*21/1/26*

