



**Minutes of a Finance and General Purposes Committee Meeting,
held in the Town Council Committee Room, Manor Offices,
Holsworthy, Wednesday 27th February 2019**

Present: Cllrs. Allen, Heaven, Hutchings, Sanders, Shepherd & Watson.

In Attendance: Town Clerk (TC)
Assistant to The Town Clerk (ATTC)

1075. To Elect a Chair

Cllr. Allen proposed that Cllr. Heaven is Elected Chair of the Finance & General Purposes Committees. Cllr. Sanders seconded the proposal which was carried. (Vote 6 For, 0 Against, 0 Abstention).

The Chair agreed that Item 9 on the Agenda be discussed after Item 10

1076. Apologies for absence

There were no apologies.

1077. Declaration of Interests

The Chairman requested that Cllrs. declare any interests as relevant matters arose.

1078. Finance and General Purposes Committee Meeting Minutes

Cllr. Sanders proposed that the minutes of the Meeting held on 9th January 2019 are to be signed as a true and accurate record, Cllr. Watson seconded the proposal which was carried. (Vote 5 For, 0 Against, 1 Abstention).

1079. Matters Arising

Items 1068/1056/1038

Cllr. Watson asked for an update on the Sports Pitch transfer. This is still ongoing. Cllr. Hutchings explained that he and the TC had met with an officer from the District Council to explain the issues that had so far prevented the transfer of the Pitch to the Council. The officer agreed that the levels of the Pitch should be checked to ascertain if they are in accordance with the 2015 revised Planning Application and he will ensure that this is done. The Council has made a request to the District Council and Redrow that the whole of the Pitch area should be fenced before any transfer.

Items 1068/1056/1039

This will be discussed at the March Council meeting. Two quotes have already been received for the replacement of the Play Equipment and once the land transfer is agreed this matter will be brought back to the relevant Committees.

Items 1068/1056/1040

The matter of the Magpie/RBL lease will be discussed at the March Council meeting.

1080. Accounts due for Payment and Budget Review

The TC went through the Accounts due for Payment for January and February and explained that the item in the expenditure list relating to the Civic Memorial would be discussed under item 9 on the Agenda. Regarding the receipts two refunds had been received both relating to previous electricity bills for the Pavilion, one of which was a credit of a Direct Debit taken by a electricity supplier in error. There were no further questions.

Cllr. Sanders proposed the accounts be paid. Cllr. Watson seconded the proposal which was carried unanimously. (Vote 6 For, 0 Against, 0 Abstentions).

The TC then went through the Budget Sheet. After questions relating to the Office Expenditure, Salaries and St Peters Fair expenditure it was noted that the forecast budget for 2018/19 would be largely on target.

The TC asked Members to note that the HMRC PAYE submission for the final quarter will be paid at the end of March.

Cllr. Watson asked a question regarding the Earmarked Reserve for the maintenance of the Play Equipment. It was explained that the funds had been allocated into the Reserve when the Play equipment was installed for its maintenance and renewal and were not related to any S106. In answer to Cllr. Allen enquiry regarding the Events budget the TC explained that there was still some VAT to be reclaimed.

1081. To receive an update and make any recommendations on the final expenditure and income in relation to the Christmas Switch On Event.

The TC went through the final expenditure and income in relation to the 2018 Christmas Switch on Event which also included the Christmas Civic Service and Christmas Eve Carols. After discussion, it was agreed that the excess income over expenditure of £73.91 should be put, at the end of the Financial year, into an Earmarked Reserve for Christmas Events.

Cllr. Sanders proposed that the excess balance of funds of £73.91 relating to the Christmas Switch on Event be placed into an Earmarked Reserve for Christmas Events. Cllr. Heaven seconded the proposal which was carried. (Vote 6 For, 0 Against, 0 Abstention).

1082. To receive an update and make recommendations on the final expenditure and income in relation to the WW1 100 Years Memorial Event.

The TC went through the final expenditure and income in relation to the WW1 100 Years Commemorative Events, which also included the WW1 Memorial Tree trail, and answered any questions on the information supplied. Donations made on the day of the WW1 Commemorative Event had been divided equally and given to two charities; Help for Heroes and SSAFA. After discussion, it was agreed that the excess income over expenditure of £308.22 should be put, at the end of the Financial year, into an Earmarked Reserve for the maintenance of the Memorial Tree Trail.

Cllr. Watson proposed that the excess balance of funds of £308.22 relating to the WW1 100 Years Memorial Event be placed into an Earmarked Reserve for the maintenance of the Memorial Tree Trail. Cllr. Allen seconded the proposal which was carried. (Vote 6 For, 0 Against, 0 Abstention).

1083. Town Clerk's Report

There will be an informal 'Meet and Greet the Council' session from 6pm to 7pm before the Council meeting on the 6th March for anyone who might be interesting in standing as a Councillor at the next election on the 2nd May and who would like more information. This will be advertised on the Council's Website and social media site to encourage people that may be interested to attend. The TC will produce an information pack for anyone enquiring about becoming a Councillor and there will also be the formal Nomination Packs and Forms supplied by the District Council available on the 6th March.

There is a broken piece of Outdoor Gym equipment which the manufacturers are refusing to replace or repair without a charge. The manufacturers have already welded the equipment once and the weld has broken again, the equipment is regularly checked by the Maintenance Operative. The TC requested Committee support to commence legal proceedings against the manufacturers but will place the matter on the next Council's Agenda for formal approval. All were in support of this action.

6.05 pm The Assistant to the Town Clerk left the meeting

1084 To agree two Virements from the Cllr. expenses and Training Expenditure Budgets

Cllr. Hutchings declared a personal interest and signed the Register of Interests. He took no part in the discussions.

The TC explained that a sum of £441 had been spent on the refreshments for the Civic Memorial for the Deputy Mayor. Cllr. Shepherd asked where the information regarding the number of people to be catered for had come from, the TC explained that this had come from the Funeral Directors.

As there was no defined budget for the expenditure it was suggested that the funds be taken from:

£120.00 from the unspent Councillor's expenses budget

£321.00 from the unspent Training budget

If agreed, the sums will be the subject of virements from the respective budgets into the Miscellaneous Budget where the expenditure on the Civic Memorial has been allocated.

Cllr. Sanders proposed that the Two Virements from the Cllr. expenses and Training expenditure budgets into the Miscellaneous expenditure budget be agreed. Cllr. Heaven seconded the proposal which was carried.

(Vote 5 For, 0 Against, 1 Abstention).

1085. Close

Cllr. Heaven closed the meeting at 6.13pm.

Signed.....

Date

HOLSWORTHY TOWN COUNCIL JANUARY 2019

Date	Pay To	Voucher	Gross	Nett	VAT	Reason	Budget Allocation
07.01.19	Viking	Internet	£44.45	£40.21	£4.24	Coffee and Envelopes	Office
07.01.19	Plandscape	Internet	£561.28	£467.73	£93.55	Maintenance Stanhope Park	Parks
07.01.19	Acuiti Properties	Internet	£250.00	£250.00		Rent - Market Storage	Market
07.01.19	Acuiti Solutions	Internet	£180.00	£150.00	£30.00	Broadband - 3 month charge	Office
07.01.19	Mole Valley Farmers Ltd	Internet	£10.87	£9.06	£1.81	Gloves and Binliners	Tools and Equip
07.01.19	Mole Valley Farmers Ltd	Internet	£21.97	£18.31	£3.66	Bin liners and padlock	Tools and Equip
07.01.19	NEST	Internet	£403.13	£403.13		Pension Payments VS, KW, GW December	Salaries
07.01.19	Holsworthy Hamlets PC	Internet	£782.11	£782.11		Refund of Youth Centre Grant	Misc
08.01.19	Cash	107520	£73.50	£73.50		Petty Cash - December 2018	Office
08.01.19	PCC of Holsworthy Parish Church	107521	£47.70	£47.70		Candles for Xmas Civic Service	Xmas events
08.01.19	St Peter's Fair Entertainment Committee	107522	£450.00	£450.00		Stage expenses WW1 & Switch on & Chair Hire WW1	Projects -WW1 eve
10.01.19	Gradwell Communications	Direct Debit	£8.72	£7.28	£1.44	Telephone calls	Office
15.01.19	Market Assistant 1	Internet	£50.00	£50.00		Market Assistant	Market
15.01.19	White Hart Hotel	Internet	£61.05	£61.05		Xmas lights takedown refreshments	Xmas events
15.01.19	Hols Moorland Training Group	Internet	£200.00	£200.00		Grant	Grant
15.01.19	Holsworthy Rubies WI	Internet	£100.00	£100.00		Grant	Grant
16.01.19	Holsworthy Town Band	107523	£50.00	£50.00		Xmas Switch on Event	Xmas events
17.01.19	Market Assistant 1	Internet	£50.00	£50.00		Market Assistant	Market
17.01.19	V. Saunders	Internet	£35.75	£35.75		Expenses Claim	Training
21.01.19	Print, Copy, Scan Ltd	Direct Debit	£54.46	£45.38	£9.08	Photocopying	Office
24.01.19	V. Saunders, K. Wilcox, G. Wilcox	Internet	£4,173.64	£4,173.64		Salaries January	Salaries
24.01.19	Market Assistant 1	Internet	£50.00	£50.00		Market Assistant	Market
24.01.19	T. Electrics	Internet	£600.00	£500.00	£100.00	PA System Xmas Switch On	Xmas events
28.01.19	H. Pullar	Internet	£100.00	£100.00		Chimney Sweeping	Penroses
28.01.19	Sage (UK) Ltd	Internet	£338.40	£282.00	£56.40	Payroll Subscription 2019/20	Office
28.01.19	Sage (UK) Ltd	Internet	£158.40	£132.00	£26.40	Salaries Pension Module	Office
29.01.19	NEST	Internet	£297.50	£297.50		Pension Payments VS, KW, GW January	Salaries
29.01.19	Fields in Trust	Internet	£65.00	£65.00		Membership Subscription	Office
29.01.19	Communicorp	Internet	£100.00	£100.00		Local Councils Update Subscription	Office
29.01.19	Mole Valley Farmers Ltd	Internet	£6.60	£5.50	£1.10	Droplock	Repairs & Refurb
29.01.19	SSE	Internet	£31.39	£29.90	£1.49	Electricity SunLounge	Parks
29.01.19	SSE	Internet	£99.17	£94.45	£4.72	Electricity The Square	Market
29.01.19	SSE	Internet	£15.63	£14.89	£0.74	Electricity Unmetered	Parks
29.01.19	Tamar Trading Company Ltd	Internet	£17.28	£14.40	£2.88	Wood Screws	Repairs & Refurb
29.01.19	Hols Memorial Hall Ltd	Internet	£102.00	£85.00	£17.00	Rental of Hall for Twinning Reception 30th May 2019	Grants
29.01.19	Thomas Fattorini Ltd	Internet	£63.90	£53.25	£10.65	Deputy Mayors Pin	Clr expenses
31.01.19	Market Assistant 2	Internet	£200.00	£200.00		Market Assistant - 4 weeks	Market
31.01.19	Market Assistant 1	Internet	£50.00	£50.00		Market Assistant	Market
	TOTAL		£9,903.90	£9,538.74	£365.16		
PETTY CASH							
Date							
07.01.19	Milk		£1.52				
07.01.19	Raffle tickets		£3.87				
08.01.19	Biscuits - Coffee Morning		£14.39				
09.01.19	Milk -Coffee Morning		£4.44				
15.01.19	Key tag		£0.50				
16.01.19	Milk		£1.60				
17.01.19	Petrol		£7.12				
18.01.19	Sw eeteners		£2.20				
21.01.19	Milk		£1.60				
29.01.19	Milk		£1.60				
	TOTAL		£38.84				
COUNCIL RECEIPTS							
Date	Paid By		Council	Nett	VAT	Reason	
08.01.19	Credit		£112.00	£112.00		Market Chamber Hire - Jennings	*
09.01.19	Credit		£200.00	£200.00		Rent - Magpie/RBL	*
09.01.19	Cash		£11.00	£11.00		Market Takings	*
09.01.19	Cash		£339.01	£339.01		Coffee Morning for Mayors Charity	*
10.01.19	Cheque		£700.00	£700.00		RBL Silent Soldiers payment for Mayor's Charity	*
15.01.19	Credit		£300.00	£300.00		Rent - Penroses Terrace half payment	*
18.01.19	Cash		£170.50	£170.50		Market Takings	*
22.01.19	Credit		£52.93	£52.93		Interest on Bond	*
24.01.19	Credit		£191.00	£191.00		Market Takings	*
24.01.19	Cheque		£174.37	£174.37		Mayors Charity - 50% of Civic Service Collection	*
28.01.19	Credit		£300.00	£300.00		Rent - Penroses Terrace half payment	*
30.01.19	Cash		£135.00	£135.00		Market Takings	*
30.01.19	Credit		£60.00	£60.00		Hire of Market Hall -Ordinary Living	*
	TOTAL		£2,745.81	£2,745.81			

