



**Minutes of a Finance and General Purposes Committee Meeting,
held in the Town Council Committee Room, Manor Offices,
Holsworthy, Wednesday 31st October 2018**

Present: Cllr. Punter, Cllr. Hutchings, Cllr. Heaven, Cllr. Watson, Cllr. Allen, Cllr. Shepherd & Cllr. Sanders

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

Cllr. Hutchings would be late for the meeting. Cllr Punter took the Chair in his absence.

1053. Apologies for absence

Cllr. Parkinson

1054. Declaration of Interests

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

1055. Finance and General Purposes Committee Meeting Minutes

Cllr. Sanders proposed that the minutes of the Meeting held on 29th August 2018 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)

1056. Matters Arising

Item 1038

Cllr. Watson asked for an update on the new Sports Pitch transfer. The TC confirmed that an independent Pitch inspection had taken place by a specialised company recommended by the Devon FA.

This is still ongoing, and an update will be provided asap.

Item 1039

Cllr. Watson, Station Close recreation area.

Linden Homes have agreed to pay the Council £12,000 to enable the playgroup work to be done when the area is transferred, and three quotes are being sourced. There are also issues with the overgrown bank and hedge on the site, the condition of this has been referred back to Linden Homes. At the stage the TC confirmed no further information has been received.

Item 1040

Cllr. Watson, Magpie/RBL Lease

The TC confirmed that this will be discussed further in the next Full Council meeting on 7th November in Part 2.

1057. Accounts due for Payment and Budget Review (Appendix A)

The TC went through the Accounts due for Payment for September 2018. The TC highlighted the contributions (both income and expenditure) on the WW1 Commemorative Project and this year's Christmas project.

A cheque is still needed from Holsworthy Hamlets for the WW1 event, Cllr. Allen said that he will chase this up.

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

After discussion regarding the sale of the trailers, it was agreed that after the Christmas Switch On Event, the trailers are to be sold.

1058. To consider a request for a further grant to the Holsworthy Rubies WI in relation to the First World War 100 year event.

Cllr. Watson signed the DOI Book.

It was agreed that this request is to be discussed again at the next F&GP meeting at the end of November once the income and expenditure for the WW1 Event has been almost finalised and a decision could therefore be made on any remaining funds. The TC will inform the Holsworthy Rubies WI.

1059. To give an update and authorise expenditure on the First World War 100 years Commemoration Project.

The TC confirmed that it had been previously agreed that 10% of the income that the stall holders made at the WW1 Event on the 29th September (less any volunteer food vouchers presented) and any funds collected from the public on the day would be donated in equal shares to the SSAFA and Help the Heroes charities. Cllr. Shepherd requested a break down of funds received from all the food & drink stalls as well as public donations. The TC confirmed that she has this information but had not been aware it was needed for the meeting and therefore could circulate it; however, it was agreed that this information should be presented at the next F&GP meeting.

Regarding the WW1 Memorial Tree Trail, the TC recommended that an Earmarked Reserve should be set up to ensure the future up keep of these trees and to assist with the cost of any damage that may occur. The Trees, Plaques and Interpretation Board will be in added to the asset register.

Cllr. Watson proposed that the expenditure on the WW1 project be approved. Cllr. Punter seconded the proposal which was carried unanimously. (Vote 6 For, 0 Against, 0 Abstentions).

Cllr. Hutchings arrived at 5.55pm.

1060. To give an update and authorise expenditure on the 2018 Christmas Switch on Event.

An update was given on the latest income and expenditure on the Christmas Switch On event, listing all the events, activities and items so far that have been paid for, as well as the latest bookings for the Christmas Market.

A poster and letter is to be distributed to all shops requesting a payment of £40 towards the cost and upkeep of the brackets, flags, Christmas trees, entertainment etc.

Cllr. Shepherd asked whether that would be for another 2 years. Cllr. Hutchings confirmed yes.

No further comments raised by members.

Cllr. Punter proposed that the current expenditure for the Christmas Switch On Event 2018 be approved.

Cllr. Sanders seconded the proposal which was carried unanimously. (Vote 7 For, 0 Against, 0 Abstentions).

1061. To discuss the holding of a Safeguarding Course in Holsworthy.

Cllr. Parkinson had suggested that this course would be important for Cllrs to attend. The TC had received a cost for holding such a course in Holsworthy from the Devon Association of Local Councils (DALC). After discussion it was felt that a course was not needed at this point in time particularly now that all Cllrs are DBS checked and the Council has a Safeguarding Policy in place. It was agreed that the Town Council to be elected in 2019 may wish to look at this again as there maybe new Councillors. Any Cllr who wishes to attend a safeguarding course now should let the TC know and she will contact DALC regarding courses being held in Devon.

1062. To give an update on the Earmarked Reserves

The TC went through the Earmarked Reserves; the details of the items in the Reserves are presented to Committee and Council regularly throughout the year and are revised at the end of each financial year by Council. The current Parks reserve was discussed given that the Pavilion project was now nearly financially complete, and it was felt important that the reserve should be added to each year. The CCTV upgrade for the improved CCTV for the park had been agreed at Full Council in January 2018 and this should be progressed as soon as possible.

1063. To discuss the draft budget for 2019/2020

The TC circulated the first draft of the budget for 2019/20 and asked that all members consider the contents and bring back their comments to the next F&GP meeting in November. The draft budget will also be on the November 2018 Council Agenda. The TC reminded Cllrs that the final budget and Precept will be set in January 2019.

1064. Close

Cllr. Hutchings closed the meeting at 6.25pm

Signed.....

Date

HOLSWORTHY TOWN COUNCIL SEPTEMBER 2018

Date	Pay To	Voucher	Gross	Nett	VAT	Reason	Budget Allocation
06.09.18	NEST	Internet	£280.95	£280.95		Pension Payments VS,KW,GW August	Salaries
06.09.18	Mr S J Pitts	Internet	£50.00	£50.00		Market Assistant	Market
06.09.18	Mr C Punter	Internet	£36.00	£36.00		Travel expenses	Cllr expenses
06.09.18	Mole Valley Farmers Ltd	Internet	£10.56	£8.80	£1.76	Posts	Repairs & refurb
06.09.18	Acuiti Property	Internet	£250.00	£250.00		Rent - Market storage	Market
06.09.18	Flandscape	internet	£561.28	£467.73	£93.55	Maintenance - Stanhope Park August	Parks
06.09.18	JAG Signs	Internet	£198.00	£165.00	£33.00	Signage for HTC Vehicle	Project - Vehicle
06.09.18	Kernow Fireworks	Internet	£750.00	£600.00	£150.00	Fireworks WW1 Event Park	Project - WW1 Event
06.09.18	Company B	Internet	£770.00	£770.00		Music WW1 Event Park	Project - WW1 Event
10.09.18	Gradwell Communications Ltd	D Debit	£12.89	£10.75	£2.14	Telephone calls	Office
11.09.18	J Carey	Internet	£1,744.80	£1,454.00	£290.80	Equipment - WW1 Event	Project - WW1 Event
11.09.18	J Carey	Internet	£1,192.80	£994.00	£198.80	Equipment - WW1 Event	Project - WW1 Event
11.09.18	J Carey	Internet	£173.25	£165.00	£8.25	Equipment - WW1 Event	Project - WW1 Event
13.09.18	Mr S J Pitts	Internet	£50.00	£50.00		Market Assistant	Market
13.09.18	White Hart Hotel	Internet	£25.00	£25.00		Hire of Tablecloths - Hols Show	Tools & Equip
13.09.18	Viking	Internet	£31.73	£26.44	£5.29	Stationery	Office
13.09.18	Viking	Internet	£141.79	£118.16	£23.63	Stationery	Office
13.09.18	Viking	Internet	£23.10	£19.25	£3.85	Stationery	Office
13.09.18	SSE	Internet	£16.86	£16.06	£0.80	Electricity - Unmetered	Parks
13.09.18	Tamar Trading Company Ltd	Internet	£10.39	£8.66	£1.73	Masonry Drill	Tools & Equip
13.09.18	Cameron T Mills	Internet	£500.00	£500.00		Music WW1 Event Park	Project - WW1 Event
14.09.18	Ebay	D Card	£63.99	£63.99		Lanyards	Project - WW1 Event
17.09.18	Acuiti Solutions Ltd	Internet	£288.00	£240.00	£48.00	Microsoft Office Subscription to 06.09.19	Office
17.09.18	Viking	Internet	£95.99	£79.99	£16.00	Paper trimmer	Office
17.09.18	JAG Signs	Internet	£467.16	£389.30	£77.86	Mesh Banners	Project - WW1 Event
17.09.18	Mr C Punter	Internet	£18.00	£18.00		Travel expenses	Cllr expenses
17.09.18	V Saunders	Internet	£320.00	£266.67	£53.33	Market Backs	Market
18.09.18	Greens of Gloucester	D Card	£205.71	£171.42	£34.29	Flags	Project - WW1 Event
19.09.18	PCS	D Debit	£77.46	£64.55	£12.91	Photocopying	Office
20.09.18	Mr S J Pitts	Internet	£50.00	£50.00		Market Assistant	Market
20.09.18	PKF Littlejohns	Internet	£1,200.00	£1,000.00	£200.00	External Auditors Fee	Office
24.09.18	V. Saunders, K. Wilcox, G. Wilcox	Internet	£4,144.59	£4,144.59		Salaries - September	Salaries
24.09.18	Sabre Tactical Airsoft	Internet	£385.00	£385.00		Airsoft Range	Project - WW1 Event
24.09.18	M R Scaffolding	Internet	£300.00	£300.00		Scaffolding	Project - WW1 Event
25.09.18	Hines Marquees	Internet	£2,373.00	£1,969.00	£404.00	Final payment Marquees	Project - WW1 Event
25.09.18	Mr C Punter	Internet	£11.70	£11.70		Travel expenses	Cllr expenses
25.09.18	Somerset Silent Disco	Internet	£545.00	£545.00		Silent Disco	Project - WW1 Event
25.09.18	Mr D J Steadman	Internet	£100.00	£100.00		WW1 Silent soldiers	Project - WW1 Event
25.09.18	S & R Services	Internet	£810.00	£810.00		Security WW1 Event	Project - WW1 Event
25.09.18	D J Vaughan	Internet	£350.00	£350.00		Jazz Band WW1 Event	Project - WW1 Event
25.09.18	Viking	Internet	£49.46	£41.22	£8.24	Stationery	Office
25.09.18	Viking	Internet	£10.60	£8.83	£1.77	Pens	Office
26.09.18	Mr S J Pitts	Internet	£50.00	£50.00		Market Assistant	Market
26.09.18	Mr R. Reader	Internet	£110.00	£110.00		Market Assistant	Market
26.09.18	Miss D Bacon	Internet	£700.00	£700.00		Amusements and face painting	Project - WW1 Event
28.09.18	HMRC	107505	£4,068.39	£4,068.39		PAYE & Nat Insur July, August, Sept 2018	Salaries
TOTAL			£23,623.45	£21,953.45	£1,670.00		

PETTY CASH

Date							
03.09.18	Stationery		£2.20	£2.20			
11.09.18	Petrol Polaris		£27.92	£27.92			
12.09.18	Milk & Biscuits		£2.28	£2.28			
18.09.18	Postage		£6.50	£6.50			
19.09.18	New paper and Milk		£9.39	£9.39			
20.09.18	Key Cutting - Market Day		£4.00	£4.00			
20.09.18	Wire for Poppys - Cllr. Heaven		£11.75	£11.75			
TOTAL			£64.04				

COUNCIL RECEIPTS

Date	Paid By	Council	Nett	VAT	Reason	
03.09.18	Credit	£250.00	£250.00		Project - WW1 Tree A Orchard	
06.09.18	Credit	£15.50	£15.50		Market Stall - Love your Bike	
06.09.18	Credit	£90.00	£90.00		Pavey Group - New sletter	
07.09.18	Credit	£16.11	£16.11		Interest	
10.09.18	Credit	£200.00	£200.00		Rent - Magpie/RBL Club	
10.09.18	Cheque	£250.00	£250.00		Project - WW1 Tree Dr Hillebrant	
10.09.18	Cheque	£250.00	£250.00		Project - WW1 Tree Punter Family	
10.09.18	Cash	£15.00	£15.00		New sletter Holsworthy Mafia	
10.09.18	Cash	£158.00	£158.00		Market Takings	
10.09.18	Cheque	£250.00	£250.00		Project - WW1 Tree Buffs	
14.09.18	Credit	£600.00	£600.00		Redrow contrib towards Pitch Inspection	
14.09.18	Credit	£250.00	£250.00		Project - WW1 Tree Stephens - Outlaw	
17.09.18	Credit	£600.00	£600.00		Rent - Penroses Terrace	
18.09.18	Cash	£180.00	£180.00		Market Takings	
18.09.18	Cheque	£30.00	£30.00		Bowling Club - New sletter	
24.09.18	Credit	£64,915.00	£64,915.00		2nd Instalment Precept	
24.09.18	Cash	£158.00	£158.00		Market Takings	
24.09.18	Cheque	£60.00	£60.00		New sletter Rural Transport	
24.09.18	Cheque	£250.00	£250.00		Project - WW1 Tree Lions	
24.09.18	Credit	£13.00	£13.00		Devon CC Market	
26.09.18	Cash	£30.00	£30.00		New sletter Robyns	
27.09.18	Cash	£191.00	£191.00		Market Takings	
TOTAL			£68,771.61	£68,771.61		