

**Minutes of Finance and General Purposes Committee Meeting held on
Wednesday, 28th April, 2010 at 7.00 p.m. in Suite B, Town Council Offices**

Present: Cllrs. R. Kennedy, D. Jose, B. Priddy, D. Smith, E. Squire, R. Buckingham and R. Brown
In Attendance: Acting Town Clerk

33. Apologies

There were no apologies

34. Declaration of Interests

No declarations were noted, and the Chairman requested that all Cllrs. declare any interests as they arose.

35. Finance and General Purposes Meeting Minutes

The Minutes of the Meeting held on 24th March, 2010 were ratified at the full Council Meeting on 7th May, 2010. Cllr. Kennedy proposed the Minutes be signed as a true and accurate record. Cllr. Priddy seconded the proposal which was carried unanimously. (Vote 4 For, 0 Against, 2 Abstentions.) Cllr. Kennedy duly signed and dated the Minutes.

36. Matters Arising

There were no matters arising.

37. Accounts due for Payment

The accounts for the Town Council were presented to the Committee. The accounts were checked and Cllr. Kennedy proposed the accounts be paid. Cllr. Squire seconded the proposal which was carried unanimously. (Vote 6 For, 0 Against, 0 Abstentions.)

38. Budget Review

The Acting Town Clerk (ATT) explained that at the present time the Budget, prepared by Mrs. Dalley former Town Clerk, could not be located. Therefore it had not been possible to prepare a Budget or Income Sheet. Cllr. Smith requested that all Cllrs. look and see if they have a copy of the Budget as circulated with the Agenda for a meeting of the full Council in December, 2009. He presented, what he believed to be a copy of the draft Budget figures circulated, and at the present time, Cllr. Smith proposed that the ATC should prepared a Budget Sheet based on these figures. Cllr. Kennedy seconded the proposal which was carried unanimously. (Vote 6 For. 0 Against. 0 Abstentions).

39. To Discuss Quotations Received for Replacing Guttering at 5 Penroses Terrace

Cllr. Smith explained that Mrs. Dalley had obtained a quotation for the work required at 5 Penroses Terrace from T. Jollow. He had obtained a further two quotations; one from K.J. Bromell and the other from A. Blackman. Cllrs. Jose and Priddy both declared a interest. After discussion, Cllr. Buckingham proposed that the quotation from K.J. Bromell for replacing guttering at 5 Penroses Terrace be accepted. Cllr. Squire seconded the proposal which was carried. (Vote 4 For. 0 Against. 2 Abstentions).

40. To Discuss Amending the Recording of Council Minutes in Relation to Numbering

Cllr. Smith explained that he felt a change in the way numbering appeared on Minutes would enable the Council to ensure that a given project was not left for an interminable amount of time without action or a conclusion taking place. He went on to say that the number in the Minutes, of a particular subject, should be followed by the year it commenced in i.e. 40/2010. After discussion Cllr. Smith proposed that the amending of Minute numbering should be presented to a meeting of the full Council. Cllr. Kennedy seconded the proposal which was carried unanimously. (Vote 6 For. 0 Against. 0 Abstentions). It was agreed that this should be placed on the Agenda for the full Council Meeting in June, 2010.

41. To Discuss Banking Arrangements

Cllr. Smith explained that, having inspected the Bank Accounts holding Reserves, he had discovered that the account with Barclays Bank was not yielding any interest, and had not done so since its inception. He explained that to allow him to fully investigate the situation, the Mandate relating to this account had to be altered to reflect his appointment as Responsible Financial Officer. This was being implemented. Once this has been carried out he would make a full investigation of this account, and also review all banking arrangements. The ATC confirmed that the subject of Banking Arrangements was on the Agenda for the meeting of the

full Council on 5th May, 2010.

42. Acting Town Clerk's Report

The Acting Town Clerk reported as follows:

- Cllr. Brown had queried whether the signboard – Farmers' Market – situated in Manor Court could be disposed of. He reported that it is rotting and obsolete. The ATC confirmed that she had contacted Pete Beer, at TDC, who had agreed to investigate who owned the board and, if it is TDC's, whether it could be disposed of.
- Cllr. Brown had also had the same query of the Town Map near the Library. Pete Beer will investigate as before.
- The ATC confirmed that she had established that the flag poles are Holsworthy Town Council's responsibility. She had asked the locksmith, located in the Square, if he would look at the mechanism and report back. He had done so and needed clarification as to how the mechanism actually worked. The ATT will contact Mrs. Pauline Ede, asking her to liaise with the locksmith.
- The ATC explained that, historically, the Holsworthy Post and North Devon Journal had been purchased to enable any article regarding Holsworthy Town Council to be cut out and placed in the Press Cutting folder. She requested, to save money, that any Cllr. taking the publications, once read, bring them into the office. After a short discussion it was agreed that this was an unnecessary job and that the ATC could discontinue the practice.
- The ATC reported that PC Mandy Brown had discussed this year's Fun Day; various possibilities regarding guests are being investigated.
- The Newsletter should be ready for proof reading on Friday. The ATC felt that, if printing could commence next week, distribution would be possible at the end of May.
- St. Peter and St. Paul's Sunday School Group had written explaining that as they could no longer continue, they would not be requiring the Grant awarded to them for 2010/2011. However, Mrs. Durling had telephoned explaining that the continuation of the Group was possible and asking if the Grant was still available. The ATC had requested that she write again, explaining the situation, and that the Council would look at her request.
- There are about 100+ shopping bags, purchased by the Council and sold on to local retailers, left. After discussion, Cllr. Smith proposed that the ATC contact Cllr. Johns, in her role as Secretary of the Chamber of Trade, offering the bags to retailers to enable them to be given out free of charge to customers. Cllr. Kennedy seconded the proposal which was carried unanimously. (Vote 6 For. 0 Against. 0 Abstentions).
- The accounts have been prepared by David Vaughan, Accountants, and will be circulated with the Agenda for the full Council Meeting on 5th May, 2010.

Cllr. Squire 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 be temporarily excluded and they be instructed to withdraw. This was seconded by Cllr. Buckingham and agreed. (Vote 6 For. 0 Against. 0 Abstentions).

43. To Discuss Changes to the Current Job Descriptions of Council Employees

44. Close

There being no further business Cllr. Jose declared the meeting closed at 8.06 p.m.

Signed

Date