

**Minutes of Finance and General Purposes Committee Meeting held on
Wednesday, 24th February, 2010 at 7.00 p.m. in Suite B, Town Council Offices**

Present: Cllrs. D. Jose, B. Priddy, E. Squire and R. Buckingham. Cllr. Smith arrived at 7.03 p.m.

In Attendance: The Town Clerk and Assistant to the Town Clerk

As Cllr. Kennedy was not present Cllr. Priddy proposed Cllr. Jose take the Chair. This was seconded by Cllr. Squire and unanimously agreed. (Vote 4 For. 0 Against. 0 Abstentions)

11. Apologies

Cllrs. Kennedy.

12. Declaration of Interests

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

13. Finance and General Purposes Meeting Minutes

The Minutes of the Meeting held on 27th January, 2010 were ratified at the full Council Meeting on 3rd February, 2010. Cllr. Buckingham 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, 0 Abstentions.) Cllr. Jose duly signed and dated the Minutes.

14. Matters Arising

There were no matters arising.

15. Accounts due for Payment

The accounts for the Town Council were presented to the Committee. The accounts were checked and Cllr. Priddy proposed the accounts be paid. Cllr. Squire seconded the proposal which was carried unanimously. (Vote 5 For, 0 Against, 0 Abstentions.)

16. Budget Review

The Meeting reviewed the Budget. It was noted that the expenditure stood at 72.9% which is under budget, and the income stood at 95.6% which is over budget. Cllr. Jose asked if there were any comments relating to the Budget. There were none.

17. Cllr. Buckingham proposed a change in order of business; that Item 9 be discussed before Item 7. Cllr. Jose seconded the proposal which was unanimously agreed. (Vote 5 For. 0 Against. 0 Abstentions)

18. To Discuss a Request from the St. Peter's Fair Committee to Use the Holsworthy Town Council's Photocopier to Print the St. Peter's Fair Programme 2010.

The Town Clerk explained the request from the St. Peter's Fair Committee. She had broken down the costs; the total of which was £220.20 excluding paper and the use of Council staff to produce 1500 copies. After a lengthy discussion Cllr. Priddy proposed the Town Clerk be instructed to write a letter to the St. Peter's Fair Committee advising them that their request had been given due consideration and had been declined for the following reasons:

- a) the cost of producing 1500 booklets, including the Council's staff time in overseeing it, was prohibitive;
- b) the length of time it would take to produce the programme would impact on Town Council business;
- c) due to the size of the office and the confidential nature of the work being conducted it would not be possible for a member of the St. Peter's Fair Committee to be present to assist in the production;
- d) the time of printing will conflict with the production of the Holsworthy Summer Newsletter.

Cllr. Buckingham seconded the proposal which was carried. (Vote 4 For. 0 Against. 1 Abstention).

19. To Discuss Placing an Advertisement in the St. Peter's Fair Programme 2010.

The Town Clerk explained the pricing structure of placing an advert in the programme and also sponsorship costs. After discussion, Cllr. Squire proposed that the Town Council take out a £40, half page advertisement; the wording of which should be

'Holsworthy Town Council is pleased to support St. Peter's Fair Week 2010 by jointly sponsoring the Final Tribute Show and wish all those participating every success for the event'.

The Clerk be instructed to write to the St. Peter's Fair Committee advising them that the £500 sponsorship granted to them for 2010/2011 be used to jointly sponsor The Final Tribute Show. Cllr. Priddy seconded the proposal which was carried unanimously. (Vote 5 For. 0 Against. 0 Abstentions).

20. To Discuss a Request from the St. Peter's Fair Committee to Use Holsworthy Town Council's Market Stalls on Sunday, 4th July 2010.

The Town Clerk explained this request and after discussion Cllr. Priddy proposed that the St. Peter's Fair Committee be allowed to use Holsworthy Town Council's market stalls on Sunday, 4th July 2010 and that they should liaise with Mr. Clive Baker, Market Manager. The proposal was seconded by Cllr. Jose and unanimously agreed. (Vote 5 For. 0 Against. 0 Abstentions).

21. Clerk's Report

The Town Clerk reported as follows:

- Notice has been given to TDC that the Grounds' Maintenance Contract (Stanhope Park) will cease on 31st March, 2010.
- Plandscape has provided all the documentation requested. The Clerk has met with the Area Manager and the Tree Manager. Inspections of trees in Badock and Stanhope Park will take place, free of charge, before the official commencement of Plandscape's contract.
- Addendum 1 to these Minutes detail a Meeting which the Clerk attended to discuss various aspects of the Cycling Time Trial Meeting in 2011.
- A complaint had been received regarding delivery of the Spring Newsletter. The Clerk will contact Jim Harvey regarding this.
- SWEB have disconnected the unmetered light in Stanhope Park. No charge was incurred for this service.

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 and press be temporarily excluded and they be instructed to withdraw. This was seconded by Cllr. Smith. (Vote 5 For. 0 Against. 0 Abstentions)

22. To Discuss the Annual Rent Payable by Holsworthy Football Club for the Lease of Upcott Field, following the Meeting with Representatives in January.

After lengthy discussion, the Finance & General Purposes Committee formulated a proposal which will be presented to the full Council at its Meeting to be held on 3rd March, 2010.

23. Close

There being no further business Cllr. Jose declared the meeting closed at 8.00 p.m.

Signed

Date