

**Minutes of Finance and General Purposes Committee Meeting held on
Wednesday, 30th June, 2010 at 7.00 p.m. in Suite B, Town Council Offices**

Present: Cllrs. D. Jose, B. Priddy, D. Smith, E. Squire, R. Kennedy and R. Brown

In Attendance: Acting Town Clerk

59. Apologies

There were no apologies

60. Declaration of Interests

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

61. Finance and General Purposes Meeting Minutes

The Minutes of the Meeting held on 26th May, 2010 were ratified at the full Council Meeting on 2nd June, 2010. Cllr. Squire proposed the Minutes be signed as a true and accurate record. Cllr. Smith seconded the proposal which was carried unanimously. (Vote 6 For. 0 Against. 0 Abstentions.) Cllr. Jose duly signed and dated the Minutes.

62. Matters Arising

Item 57 – Cllr. Squire explained that due to a change in personnel at SW Employers a reply had been delayed. However, this was expected within the next couple of days and should be available for discussion at the meeting of the full Council on 14th July, 2010.

63. Accounts due for Payment and Budget Review

The accounts for the Town Council were presented to the Committee. The accounts were checked and Cllr. Squire proposed the accounts be paid. Cllr. Priddy seconded the proposal which was carried unanimously. (Vote 6 For. 0 Against. 0 Abstentions.) The Budget sheet was circulated. Total expenditure is at 16.7% and total income is at 38.7%.

64. To Discuss a Review of the Governance Statement Detailed in the audit Commission's Annual Return

Cllr. Smith, as RFO, explained that he felt a review of Item 5 should be undertaken. This would entail obtaining new valuations on the assets held by the Council to ensure the insurance cover is adequate. After discussion Cllr. Kennedy offered to obtain details of the relevant person/company who could deal with specific items i.e. the railway locomotive nameplate, Mayor's Chain, etc. Cllr. Smith proposed that a re-examination of all Holsworthy Town Council's assets takes place. Cllr. Priddy seconded the proposal which was carried unanimously. (Vote 6 For. 0 Against. 0 Abstentions).

65. To Discuss the Future of the Flagpoles

After discussion, Cllr. Brown proposed that a recommendation be made to the full Council that the Flagpoles should be taken down. Cllr. Squire seconded the proposal which was carried. (Vote 5 For. 1 Against. 0 Abstentions). The ATC to investigate the work involved.

66. To Discuss a Quotation Received for the Maintenance of the Website

Copies of the quotation had been circulated to Cllrs. with the Agenda. Cllr. Smith, RFO, confirmed that money was available in the budget for this purpose. After discussion Cllr. Kennedy proposed that a recommendation be made to the full Council to accept the quotation received from Christine March to maintain the Holsworthy Town Council website. Cllr. Squire seconded the proposal which was carried unanimously. (Vote 6 For. 0 Against. 0 Abstentions).

67. To Discuss the Three Concessionary Parking Days Provided by TDC

The ATC explained that one of the three concessionary days was allocated to Remembrance Sunday. Cllr. Jose proposed that this item be placed on the Agenda for the Meeting of the full Council to be held on 14th July, 2010 and that the ATC should contact the Secretary of the Chamber of Trade to obtain its views. Cllr. Brown seconded the proposal which was carried unanimously. (Vote 6 For. 0 Against. 0 Abstentions).

68. To Discuss Repairs and Improvements to the Cricket Pavilion in Stanhope Park

Cllr. Brown gave a brief report on a visit made by members of the Parks' Committee and Cricket Club to the Pavilion. He explained that the Pavilion is in a dreadful condition. After

discussion, Cllr. Smith proposed that a quotation be obtained from T. Jollow to repair the roof. Cllr. Squire seconded the proposal which was carried unanimously. (Vote 6 For. 0 Against. 0 Abstentions). The condition of the Pavilion will be placed on the Agenda for the full Council Meeting on 14th July.

69. Acting Clerk's Report

The Acting Town Clerk reported as follows:

- For future reference the ATC had obtained a quote for replacing the photocopier. Like for like, including VAT the cost would be £4382. A downgraded version, without the facility to produce booklets, would be £3303 including VAT.
- Archiving – The ATC requested permission to destroy archived correspondence files. She explained that she had obtained guidelines from DALC. After discussion, Cllr. Kennedy proposed that correspondence files prior to 2006 be destroyed (2006 onwards to be kept). Cllr. Jose seconded the proposal which was carried unanimously. (Vote 6 For. 0 Against. 0 Abstentions). The ATC will liaise with Cllr. Jose and Courtney Drew regarding disposal.
- She had prepared a draft letter to be sent to ex-advertisers of the Newsletter, suggesting sponsorship of the new formatted Newsletter. This will be circulated as soon as possible.
- A request had been received from the Senior Council for Devon to use the image of Holsworthy Square, currently on the Holsworthy Council's website home page, on its webpage. Cllr. Brown declared a personal interest. Cllr. Smith proposed permission be given to the Senior Council for Devon to use the image as stated. Cllr. Priddy seconded the proposal which was carried. (Vote 5 For. 0 Against. 1 Abstentions).
- The ATC confirmed that G. Norman, representing the Bowling Club, had been invited to the Parks' Committee Meeting on 21st July.
- Cllr. Smith had suggested that the ATC might like to use the laptop for Committee Meetings. The ATC explained why she did not think this was a good idea and Cllrs. agreed that the taking of minutes should continue to be by shorthand/notes. However, the ATC is to look at the laptop and ascertain whether it is still connected to the network. If not, Cllr. Kennedy volunteered to take a look at it.
- The Fun Day organised by the Police will take place on 22nd September at the Community College. Cllr. Brown explained he would be on holiday. A donation to the Police for the Fun Day to be discussed at a future meeting.
- The completion of a questionnaire requested from consultants appointed by TDC regarding Leisure and cultural facilities had been received. As the consultants had confirmed that it is the views of residents that are required and not Councils, it was decided that this should not be completed.
- As requested by the Parks' Committee, the F&GP Committee will monitor the budget re. the Park and Badock Gardens. The ATC will liaise with Cllr. Latty, Chair of Parks, concerning this.

As Cllr. Squire had given an update on Item 12 of the Agenda in 'Matters Arising' it was decided that no further discussion needed to take place. The Item to be placed on the Agenda for the Meeting of the full Council on 14th July, 2010.

70. Close

There being no further business Cllr. Jose declared the meeting closed at 8.45p.m.

Signed

Date