

**Minutes of Finance and General Purposes Committee Meeting held on  
Wednesday, 26<sup>th</sup> May, 2010 at 7.00 p.m. in Suite B, Town Council Offices**

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

**In Attendance:** Acting Town Clerk

**45. To Elect the Committee Chairman for 2010/2011**

Cllr. Squire proposed Cllr. Jose as the Committee Chairman for 2010/2011. Cllr. Priddy seconded the proposal. Cllr. Smith indicated that he felt that it would be a good idea for the Responsible Financial Officer to be elected as Chairman. The ATC pointed out that a proposal was on the table, but also said that she felt that, as the RFO is a Councillor, this would not be in the best interests of the Committee. Cllr. Squire again proposed Cllr. Jose as Chairman. Cllr. Priddy seconded the Proposal which was carried. (Vote 4 For. 0 Against. 1 Abstentions)

**46. Apologies**

There were no apologies

**47. Declaration of Interests**

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

**48. Finance and General Purposes Meeting Minutes**

The Minutes of the Meeting held on 28<sup>th</sup> April, 2010 were ratified at the full Council Meeting on 5<sup>th</sup> May, 2010. Cllr. Jose proposed the Minutes be signed as a true and accurate record. Cllr. Priddy seconded the proposal which was carried unanimously. (Vote 5 For, 0 Against, 0 Abstentions.) Cllr. Jose duly signed and dated the Minutes.

**49. Matters Arising**

There were no matters arising.

**50. Accounts due for Payment**

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 5 For, 0 Against, 0 Abstentions.)

**51. Budget Review**

The Budget was presented to the Meeting. Cllr. Jose asked if there were any questions, there were none.

**52. To Receive the Annual Report by the Town Council's Internal Auditor**

Cllr. Smith explained the Annual Report. After a short discussion Cllr. Smith proposed that the F & GP Committee recommend to full Council that the Annual Report by the Town Council's Internal Auditor for the year ended 31<sup>st</sup> March, 2010 be agreed. This was seconded by Cllr. Brown and unanimously agreed. (Vote 5 For. 0 Against. 0 Abstentions).

**53. To Review and Agree the Audit Commission's Annual Return for the Year Ended 31<sup>st</sup> March, 2010**

Cllr. Smith explained the Annual Return. After a short discussion Cllr. Smith proposed that the F & GP Committee recommend to full Council that the Audit Commission's Annual Return for the year ended 31<sup>st</sup> March, 2010 be agreed. This was seconded by Cllr. Brown and unanimously agreed. (Vote 5 For. 0 Against. 0 Abstentions).

**54. To Discuss and Approve the Annual Governance Statement Detailed in the Audit Commission's Annual Return**

Cllr. Smith explained details of the Statement. After a short discussion Cllr. Smith proposed that the F & GP Committee recommend to full Council that the Annual Governance Statement detailed in the Audit Commission's Annual Return be approved. This was seconded by Cllr. Brown and unanimously agreed. (Vote 5 For. 0 Against. 0 Abstentions).

**55. To Discuss an E-Mail received, via Cllr. Heslip, from the St. Peter's Fair Committee regarding the Use of the Holsworthy Town Council Photocopier**

The e-mail received from Cllr. Heslip had been circulated with the Agenda. After discussion, Cllr. Brown proposed that the F&GP Committee recommend to full Council that the ATC be instructed to write to the St. Peter's Fair Committee explaining that the idea put forward by the St. Peter's Fair Committee, as detailed in L. Curtis' e-mail be declined, and giving the reasons why. This proposal was seconded by Cllr. Squire and unanimously agreed. (Vote 5 For. 0 Against. 0 Abstentions).

**56. Acting Clerk's Report**

The Acting Town Clerk reported as follows:

- The Newsletter Committee has a proposal re. the format of the Newsletter which has been placed on the Agenda for the full Council. The ATC circulated copies of the suggested format for a new newsletter. The Newsletter Committee is proposing that advertising cease, the newsletter be in an A4 format and distribution by the Cadets should cease. Copies of the newsletter to be made available via the Information Centre, Library and shops within the town.
- The Locksmith, with Mrs. Ede, had looked at the Flagpoles and cannot do anything with the mechanism. This will be reported to full Council.
- The ATC has contacted Christine March, asking her for a quotation for her time in updating the website on a regular basis. Cllr. Smith queried why the name holsworthy.net is used, which has to be paid for, when using holsworthy.co.uk does not incur a cost. The ATC to ask Christine March this question.
- Ground at Badock Gardens/Parsons Close – it had been reported to the ATC by Cllr. Squire that contractors working on drains in Parsons Close had, without the permission of the Council, used land outside Badock Gardens to place plant equipment and materials. The ATC had written to the Contractors asking them to ensure that the ground be left in a satisfactory condition once the work had been completed. A reply had confirmed this would be the case. Subsequently, Cllr. Squire had spoken to the Site Manager, showing him the correspondence. Courtney Drew will keep an eye on this. Once the contractors have left, Cllr. Brown proposed that the F&GP Committee authorise Mr. Drew to order 10 galvanised posts from Mr. Stacey (at a cost of £14 each). These to be placed on the said land to stop vehicles parking there. Cllr. Jose seconded the proposal which was carried unanimously. (Vote 5 For. 0 Against. 0 Abstentions).
- At a Meeting of the Park's Committee the problem of a metal post being exposed, after the main piece of equipment had broken off, in Stanhope Park was raised. The F&GP Committee instructed the ATC to contact Mr. Daw, recommended by C. Drew, who has a mini digger, and arrange for the metal post to be removed as soon as possible on Health and Safety grounds.
- The ATC had written to the Chamber of Trade re. the cotton shopping bags. No reply has been received so far.
- The ATC is still waiting to hear from Pete Beer, TDC, re. the farmers' market sign in Manor Courtyard.

Cllr. Jose 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. Squire and agreed. (Vote 5 For. 0 Against. 0 Abstentions).

The Acting Town Clerk left the room at 8.00 p.m.

**57. To Discuss Aspects of the Acting Town Clerk's Contract**

**58. Close**

There being no further business Cllr. Jose declared the meeting closed at 8.20 p.m.

Signed .....

Date .....