



## **DAWLISH TOWN COUNCIL**

### **MINUTES**

***Minutes of the Meeting of the Town Council held at The Manor House, Dawlish on Wednesday 13<sup>TH</sup> January 2010.***

***Present:***

Cllr. G. Wills (Town Mayor)  
Cllr. Mrs. H. Humphries (Deputy Mayor)  
Cllr. Mrs. J. Bush  
Cllr. H. Clemens  
Cllr. Mrs. P. Bloomfield  
Cllr. E. Hockin  
Cllr. Mrs. M. Mugford  
Cllr. Mrs. J. Garland  
Cllr. Mrs. C. Payne  
Cllr. D. Collins  
Cllr. G. Price  
Cllr. W. Protheroe  
Cllr. Mrs. R. Prowse  
Cllr. F. Tullis  
Cllr. A. Turpin  
Cllr. Mrs. H. Wills

***In attendance:***

Mr. John Winchester, Town Clerk  
together with nine members of the public.

***Prayers were led by the Rev. Bill Robertson***

***Declarations of Interest***

No declarations of interest were made by Members present regarding items on the Agenda.

### ***Urgent items***

There were no items requiring urgent attention

### ***Public Participation***

*Mrs. C. Ballard*, a local elector and Chairman of the TRAIL arts organisation, informed Members that she wished to make a comment regarding 11.4 on the Agenda (transfer of assets and management responsibilities to Dawlish Town Council from Teignbridge District Council). As Chairman of TRAIL, she informed Members present that the organisation had enjoyed permission from the District Council to use the Lawn and Manor Gardens for the exhibition of art and she hoped that this permission would continue after the transfer was made.

***The meeting was opened by Cllr. G. Wills, Town Mayor, at 7.04 pm.***

### ***123. Apologies***

All Members of the Town Council were present at the meeting.

### ***124. Minutes of Committee for adoption***

Members present received the following Minutes of Committees for adoption by the authority:

*Planning Committee – 1<sup>ST</sup> December and 15<sup>th</sup> December 2009*

RESOLVED by the majority of the Members present and voting that this Council adopt the minutes of the Planning Committee meetings held on *1<sup>ST</sup> December and 15<sup>th</sup> December 2009* which had been approved by that Committee and signed by its Chairman, as a true record of the meetings.

### ***125. Minutes of Town Council meetings***

Members present received the minutes of Dawlish Town Council meeting held on 2<sup>nd</sup> December 2009.

RESOLVED by the majority of the Members present and voting that the minutes of Dawlish Town Council meetings held on 2<sup>nd</sup> December 2009 are approved and should be signed by the Town Mayor as a true record of the meeting and be adopted by this authority.

### ***126. Mayors Announcements***

The Town Mayor's announcements can be seen at [TC126](#).

### **127. County Councillor's Report**

Cllr. J. Clatworthy informed Members present that:

1. during the recent spell of bad weather, Devon County Council has spread 18,000 tonnes of salt and grit on the County's roads at a cost of £1million. All grit boxes in the Teignbridge area had been filled or re-filled;
2. the County Council has been speaking to First Great Western regarding the overcrowding on recent trains;
3. improvements in High Street, Dawlish had started;
4. improvements works to Dawlish Library would start in March 2010 and would cost in the region of £100,000;
5. in the County Council's capital programme for the future, £1.5 million would be expended on improvements in the Strand area of the town;
6. a directive had been received from central government informing the County that any increase in Council Tax should not exceed 3% and that the County Council had managed to reduce its debt by £20 million;

Cllr. Clatworthy informed Members present that during the past year he had attended 207 meetings of Devon County Council.

### **128. District Councillors' Reports**

*Cllr. Mrs. R. Prowse* informed Members present that she had attended a meeting of the Executive regarding the District Council's draft budget for the ensuing three years.

*Cllr. E Hockin* informed Members present that he had attended a meeting of the Audit Committee and three meetings with Officers.

*Cllr. Mrs. M. Mugford* informed Members present that she had attended a meeting of the full Council at Teignbridge and Development Control.

*Cllr. H. Clemens* informed Members present that he had attended a meeting of the full Council at Teignbridge, Development Control and site inspections.

*Cllr. G. Price* informed Members present that he had attended a meeting of the full Council at Teignbridge.

### **129. Town Councillors Reports**

Verbal reports of Town Councillors who have attended meetings of other organisations or agencies as the Town Council's representative were as follows:

*Cllr. F. Tullis* informed Members present that she had attended the Local Produce Market on the 4<sup>th</sup> December 2009

*Cllr. Mrs. J. Garland* informed Members present that she had attended the Mayor's Christmas reception.

*Cllr. A. Turpin* gave his apologies to the Transition Town Steering Group as he had been heavily involved in investigating how funds could be raised to support out-of-season crop growing.

With regard to the Rail Partnership, he had heard from one organiser who had stated that Dawlish should draw up an action plan to fit in with the Exe Valley Partnership and that he would bring the item to Civic Amenities Committee.

*Cllr. Mrs. J. Bush* informed Members present that she had attended a meeting of the Dawlish Museum Committee.

*Cllr. H. Clemens* informed Members present that he had attended a meeting of Holcombe Village Hall Committee.

*Cllr. Mrs. P. Bloomfield* informed Members present that she had attended the Christmas lights switch-on.

*Cllr. Mrs. R. Prowse* informed Members present that the Council's thanks should be given to *Cllr. Mrs. P. Bloomfield* and her husband who put in so much effort to ensure that the Christmas lights switch-on was a success and that she had attended a meeting of the Dawlish Warren Tourism Group which was hoping to improve facilities at Dawlish Warren.

***130. Boundary Committee for England – Structural Reviews of Devon, Norfolk and Suffolk, advice to the Secretary of State***

Members present received a letter from the Director of the Boundary Committee for England stating the advice given to the Secretary of State regarding the structural review of local government in Devon, Norfolk and Suffolk. The letter stated that further representations must be made to the Secretary of State by 19<sup>th</sup> January 2010.

RESOLVED unanimously by the Members present and voting that this Council should reiterate its stance regarding Unitary Local Government in Devon and inform the Secretary of State that this Council fully supports the 'one Devon' concept without changes to the present boundaries of Plymouth and Torquay (Torbay).

**131. *On-street parking places and ‘no waiting except police vehicles’ notices in Dawlish***

Members present received a letter and plan from the Area South Highways Manager at Devon County Council informing Councillors that a Traffic Regulation Order will come into effect from the beginning of 2010 enabling Devon & Cornwall Police to park a vehicle in Brunswick Place, Dawlish.

RESOLVED unanimously by the Members present and voting that this Council has no objection to the Road Traffic Regulation Order coming into force.

**132. *Senior Council for Devon ‘Everyone’s tomorrow’***

Members present received an invitation for the Town Mayor and one other Councillor to attend the ‘Everyone’s tomorrow’ event at the Matford Centre, Exeter on the 11<sup>th</sup> March 2010.

RESOLVED unanimously by the Members present and voting that Cllr. Mrs. H. Humphries (Deputy Town Mayor) and Cllr. Mrs. C. Payne should attend this conference on behalf of the Town Council.

**133. *South West Association of Local Councils – ‘Rising to the Challenge’ Seminar***

Members present received an invitation for the Town Mayor and Town Clerk to attend a training event sponsored by South West Association of Local Councils at The Best Western Hotel, Tiverton on 8<sup>th</sup> February 2010.

RESOLVED unanimously by the Members present and voting that the Town Mayor, Cllr. G. Wills and the Town Clerk, Mr. J. Winchester, should attend this event on behalf of the Town Council.

***Before the next item was discussed:***

- *Cllr. Mrs. R. Prowse declared a personal interest as a Trustee of The Strand Community Centre;*
- *Cllr. Mrs. H. Humphries (Deputy Town Mayor) declared a personal interest as a Trustee of The Strand Community Centre*

**134. *United Reformed Church, The Strand, Dawlish***

Members present received an email and statement from The Strand Community Trust regarding proposed changes to the United Reformed

Church and a request for the Town Council to produce a statement of need/benefit to the town.

RESOLVED unanimously by the Members present and voting that this Council would support the United Reformed Church in its quest and that the Town Clerk should liaise with the Rev. Roger Whitehead to prepare a paper for consideration by Councillors.

**135. *Budget 2010-2011***

Cllr. H. Clemens, the Chairman of the Town Council's Finance and General Purposes Committee, informed Members present that notwithstanding that a recommendation had been made by Finance and General Purposes Committee, recent events had indicated that the Town Council should employ professional advice before making a final decision on its budget for ensuing financial year.

RESOLVED unanimously by the Members present and voting that this item be noted and that the Council awaited the recommendations of the Finance and General Purposes Committee.

**136. *Town Council Trials***

Members present considered the evaluation evidence of the two trials conducted from September to December 2009 which were:

- Distribution of minutes of Town Council meetings, including its Committees and
- Public Surgeries to be held 30 minutes before each meeting of the Council, including its Committees.

RESOLVED unanimously by the Members present and voting that the public surgeries 30 minutes before each meeting should be dispensed with completely and that minutes of meetings would only be sent to those Members who specifically requested a copy in paper form. Other Members would download minutes from the Town Council's website.

**137. *National Association of Local Councils Conference 2<sup>nd</sup> December 2009***

Members present received a written report from Cllr. W. Protheroe who had attended the Conference on 2<sup>nd</sup> December 2009 and Cllr. Protheroe also delivered a verbal report.

RESOLVED unanimously by the Members present and voting that this item be noted.

**138. *Transfer of assets and management responsibilities from Teignbridge District Council to Dawlish Town Council***

Members present considered the report of the Dawlish Town Council Finance and General Purposes Working Group dated 17<sup>th</sup> December 2009. **TC138.**

After a full discussion, and before any proposal was made, Cllr. G. Wills (Town Mayor) and Cllr. E. Hockin requested that Members hold a named vote on this occasion.

RESOLVED by the majority of the Members present and voting that:

1. Dawlish Town Council accepts the offer of Teignbridge District Council to transfer assets and management responsibilities at The Lawn, Tuck's Plot and Manor Gardens, including buildings at Barton Hill car park, in accordance with the Executive Report of Teignbridge District Council dated 5<sup>th</sup> October 2009 and that
2. Dawlish Town Council's Working Group should investigate the Dawlish Town Council Committee structure and make recommendations to the Finance and General Purposes Committee where changes need to be made and how the transition of assets and functions can be made to the Town Council in a seamless manner.

*Voting was as follows:*

Those Members in favour of the transfer of assets and management responsibilities from Teignbridge District Council to Dawlish Town Council were:

Cllr. W. Protheroe	Cllr. Mrs. J. Bush
Cllr. Mrs. J. Garland	Cllr. Mrs. M. Mugford
Cllr. D. Collins	Cllr. H. Clemens
Cllr. G. Price	Cllr. F. Tullis
Cllr. Mrs. P. Bloomfield	Cllr. A. Turpin
Cllr. Mrs. C. Payne	Cllr. Mrs. R. Prowse
Cllr. Mrs. H. Humphries	

Those Members against the transfer of assets and management responsibilities from Teignbridge District Council to Dawlish Town Council were:

Cllr. Mrs. H. Wills	Cllr. E. Hockin
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There was one abstention: Cllr. G. Wills (Town Mayor)

*The meeting was closed in Part I by Cllr. G. Wills, Town Mayor, at 8.22p.m.*

*The meeting was opened in Part II by Cllr. G. Wills. Town Mayor at 7.26p.m.*

## **PART II**

*Members of the public and press are excluded from the meeting as the items under discussion contain information exempt under the Local Government Act 1972 Shed. 12A SS3 Public Bodies Admissions to meetings Act 1960 S2*

### **139. Dawlish Town Council Staff Appraisals 2009/10**

Members present received the verbal report of the Staffing Committee Chairman regarding staff appraisals and the Committee's recommendations.

Cllr. Mrs. H. Humphries (Deputy Mayor) informed Members present that the Staffing Committee had no major issues which required a report to the full Council because of the appraisal process for members of staff or the Town Clerk and the Staffing Committee recommended that any outstanding annual increments in pay-scales due to staff negotiated in the pay settlement of 2007 should be made in the next financial year.

RESOLVED unanimously by the Members present and voting that the recommendations of the Staffing Committee be accepted in full.

*The meeting was closed in PART II by the Chairman, Cllr. G. Wills, at 8.30p.m.*

*The meeting was re-opened in Part I by the Chairman at 7.30p.m. and closed in Part I at 7.31p.m.*

.....  
Cllr. G. Wills  
Mayor of Dawlish

Mayor Duties

December

- 1<sup>st</sup> Lawn Pavilion meeting
- 4<sup>th</sup> LHC Exhibition on the Lawn
- 4<sup>th</sup> Switching on the Xmas Lights
- 5<sup>th</sup> Opening the Holcomabe Xmas fair
- 7<sup>th</sup> Kingsteignotn Carol Service.
- 9<sup>th</sup> Concert at St Gregory's church
- 10<sup>th</sup> Arts group Xmas Lunch
- 10<sup>th</sup> Mayor's Xmas Party
- 12<sup>th</sup> litter pick with the Youth Council/ Hole in the wall
- 13<sup>th</sup> Xmas Market in the Strand
- 13<sup>th</sup> Charity Carol service Coronation Avenue
- 15<sup>th</sup> Coffee mooring for Shelter box U/R Church
- 16<sup>th</sup> Christmas lunch at Ratcliff School
- 16<sup>th</sup> Sefton Hall Xmas Party
- 17<sup>th</sup> Asset transfer meeting
- 21<sup>st</sup> Palm Court Xmas party
- 24<sup>th</sup> On the Strand giving sweets to children for Xmas
- 24<sup>th</sup> Visit to Dawlish Hospital
- 24<sup>th</sup> Visit to Daw Vale
- 25<sup>th</sup> Visit U/R Church Xmas meal for people on their own.



## *Dawlish Town Council*

### **REPORT OF THE FINANCE AND GENERAL PURPOSES WORKING GROUP**

Date: 17<sup>th</sup> December 2009

Subject:

#### **TRANSFER OF ASSETS & MANAGEMENT RESPONSIBILITIES TO DAWLISH TOWN COUNCIL FROM TEIGNBRIDGE DISTRICT COUNCIL**

Report Authors –

Councillor H. Clemens	TDC/DTC
Councillor Mrs. R. Prowse	TDC/DTC
Councillor G. Wills	Town Mayor/DTC
Councillors Mrs. H. Humphries	Deputy Mayor/DTC
Councillor Mrs. P. Bloomfield	DTC

*Report compiled by Mr. J. Winchester, Town Clerk*

*Reason for Report*

To apprise members of Dawlish Town Council of the actions taken by the working group to ensure that the offer contained in Teignbridge District Council Report to the Executive dated 5 October 2009 has been investigated and due diligence tests and risk assessments have been conducted.

## Background:

Members are reminded that the offer to transfer assets from Teignbridge District Council comes as a complete 'package' and therefore the Working Group has not made any attempt to separate out different elements of the proposed transfer.

The Working Group has met with Teignbridge District Council Officers at Forde House where full and frank discussions took place regarding the offer. The Town Council has further directed its solicitors to look at all leases and deeds of the buildings and land offered for transfer by TDC to ensure that there were not pitfalls.

Negotiations have been conducted with the Town Council's surveyors who recommend that condition surveys of the buildings being offered for transfer be carried out immediately prior to the transfer to Town Council ownership. Finally, the Working Group Members walked around the area of the estate to be transferred and further discussions took place with Teignbridge District Council Officers.

## Surveyor's Report:

Negotiations took place between the Town Council and their Surveyors in order to determine the extent of the surveyor's role before the decision to accept the transfer of assets takes place.

It was agreed that should the Town Council accept the District Council's offer to transfer assets, then the Town Council's surveyors should conduct condition surveys on all buildings included.

## Insurance:

The Town Council's insurance brokers have been kept fully informed of the possible transfer of assets and their questions have been answered by Town Council staff and an assessment of future premium is currently awaited.

## Finance:

Details of the financial grant to the Town Council from the District Council to facilitate the assets transfer can be seen in the District Council's offer. It amounts to a grant of £73,500 which will reduce by 10% annually over the next ten years to zero. Therefore the Town Council will need to increase its precept (budget) by a comparable increasing amount over that time to enable it to maintain the assets transferred. This measure will be taken to avoid 'double taxation' to the Dawlish council tax payer in that, as the amount of the grant to the Town Council decreases, its own precept will rise proportionately. The amount of the council tax currently charged by the District Council to Dawlish council tax payers will reduce correspondingly.

It is envisaged that the grant to Dawlish Town Council will be paid in two parts in April and September annually.

**Recommendations:**

The majority of the Members of the Working Group recommend that the Town Council proceeds with the transfer of assets and management responsibilities and accepts the offer put forward by Teignbridge District Council for those building and land set out in the Teignbridge District Council Executive Report dated 5<sup>th</sup> October 2009.

**Further recommendations:**

This Working Group further recommends that the five Members of the Working Group should investigate the Town Council's Committee Structure and make recommendations to Finance and General Purposes Committee where changes need to be made.

The Working Group further recommends that they investigate how a transition of assets and functions can be made in a seamless manner.

John Winchester  
Town Clerk.