



## DAWLISH TOWN COUNCIL



### Minutes of a Meeting of the *Finance and General Purposes Committee* held at The Manor House Dawlish, on **Thursday 19<sup>th</sup> NOVEMBER 2009**

**Present:** Councillor H. Clemens – Chairman  
Councillor Mrs. C. Payne  
Councillor W. Protheroe  
Councillor Mrs. J. Garland  
Councillor G. Price  
Councillor Mrs. P. Bloomfield

**Other Council Members Present:** Cllr. Mrs. M. Mugford

**In attendance:** John Winchester, Town Clerk.

#### ***Declaration of Interests:***

*Cllr. W. Protheroe* declared a prejudicial interest in item 3.2 on the Agenda – Teignbridge Citizens' Advice Bureau - as he is the Town Council's representative to this body.

He requested permission of the Committee to speak immediately before the item was discussed and before leaving the debating chamber.

#### ***Urgent Items:***

The Committee Chairman informed Members present that he wished to bring forward an item which he regarded as urgent which was the distressed state of Dawlish Railway Station and, with the Committee's permission, this would be discussed at item 7 – late items.

***Public participation***

There were no members of the public present at the meeting.

***The meeting was opened by the Chairman, Cllr. H. Clemens at 7.03p.m.***

**74. *Apologies for absence***

*Apologies were received from:*

*Cllr. E. Hockin* who had a family commitment and was unable to attend.

*Cllr. G. Wills* who was attending a Mayoral engagement

*Cllr. Mrs. H. Wills* who was attending a Mayoral engagement.

***RESOLVED*** unanimously by the Members present and voting that the apologies and reasons for absence be accepted by the Committee.

**75. *Minutes***

Members present received the minutes of Finance and General Purposes Committee meeting held on 15<sup>th</sup> October 2009

***RESOLVED*** unanimously by the Members present and voting that this Committee approves the minutes of the Finance and General Purposes Committee dated 15<sup>th</sup> October 2009 and the Minutes be signed by the Chairman as a true record of the meeting.

**76. *Internal Audit Report 2009***

Members present received the independent internal auditor's report for 2009/2010, first and second interim for July and October 2009.

***RESOLVED*** unanimously by the Members present and voting that the independent internal auditor's report be accepted by the Town Council and the actions recommended agreed.

*Cllr. W. Protheroe* addressed Members present informing them that the next item on the agenda was a request for grant aid from East Teignbridge Citizens' Advice

*Bureaux and he informed Members that the organization was struggling and a generous grant from the Town Council would be most welcome.*

*At 7.07p.m. Cllr. W. Protheroe declared a prejudicial interest in the next item and left the debating chamber.*

**77. *East Teignbridge Citizens' Advice Bureaux – application for grant aid.***

Members present considered an application for grant aid from East Teignbridge Citizens' Advice Bureaux.

**RESOLVED** unanimously by the Members present and voting that this Council gives a grant of £500 to the East Teignbridge Citizens Advice Bureaux.

*LG &RA 1997*

*At 7.0p.m. Cllr. W. Protheroe returned to the debating chamber.*

**78. *Finance and General Purposes Sub-Committee – notes of meetings***

Members present considered the notes of the Finance and General Purposes Sub-Committee meetings held on the 15<sup>th</sup> October 2009, 17<sup>th</sup> November 2009, including budget preparation documents.

RESOLVED unanimously by the Members present and voting that the notes of the Sub-Committee meetings be adopted by this Committee.

**79. *Dawlish Town Council budget for financial year 2010/2011***

Members present considered the Town Council's budget proposals for the forthcoming financial year.

After a discussion, it was RESOLVED unanimously to commend to the Town Council that this Council demand a precept of £406,403 from the billing authority, Teignbridge District Council, with an annual budget for 2010/2011 of £517,523 based upon financial figures available to the end of October 2009.

Cllr. Mrs. P. Bloomfield and Cllr. Mrs. H. Humphries requested that the Town Council's appreciation of the effort shown by the Senior

Administration Officer (Mrs. P. Cracknell) be recorded in these minutes. This request was RESOLVED unanimously by the Members present.

**80. *The Town Crier – Town Council’s newsletter for December 2009***

Members present considered a draft of the December edition of ‘The Town Crier,’ due for publication on the 1<sup>st</sup> December 2009 to facilitate distribution prior to events listed in it.

RESOLVED unanimously by the Members present and voting that the Town Council’s quarterly newsletter be distributed forthwith.

**81. *Planning obligations – Section 106 agreements***

Members present considered a draft policy and strategy document for use by the Town Council’s Planning Committee when making recommendations regarding planning applications.

**RESOLVED** unanimously by the Members present and voting that the Town Council’s Planning Obligations Section 106 Agreements Policy and Strategy be adopted by this Council and recommended for use by the Planning Committee.

**82. *Verbal report of the Town Clerk***

The Town Clerk informed Members present that Dawlish and East Teignbridge Volunteer Centre had organised a free parliamentary workshop to take place in the Manor House on 19<sup>th</sup> December 2009. Notwithstanding the workshop is designed for the voluntary sector and will be delivered by the Parliamentary Outreach Team, the Town Clerk recommended that Members of the Council should participate. The Town Clerk further advised that the Dawlish and East Teignbridge Volunteer Centre Manager had stated that if Town Councillors wished to attend the evening session then this could be changed to be more beneficial for parish councillors.

**83. *Accounts***

Members present received the following:

1. Accounts for payment in October/November 2009

## 2. Financial report to the end of October 2009

RESOLVED unanimously by the Members present and voting that the accounts for payment in October /November 2009 and financial report to the end of October 2009 be adopted by the authority.

### **84. *Late items***

*Members were reminded that as they had not received the necessary three clear days' notice in order to consider this item, any decision made may be held to be unlawful if challenged in the future.*

#### ***Dawlish Railway Station – decorative condition***

Cllr. H. Clemens, Committee Chairman, informed Members present that he had listened to a BBC Radio Devon programme where a debate had taken place regarding the decorative and physical condition of stations throughout England and that the majority of the programme had, in his opinion, been taken up by telephone callers from and around the town of Dawlish complaining about the unkempt and untidy state of the station at Dawlish and its surroundings. Cllr. Clemens recommended that this Council should take some action to remedy the problem

RESOLVED unanimously by the Members present and voting that the Town Council should write to the Minister for Transport, Lord Adonis informing him of the situation and ensure that copies of the letter are sent to:

- Mr. J. Crowe, the Area Manager for the South West for First Great Western, the train operating company which has the franchise to operate the station.
- Richard Younger-Ross, Member of Parliament for Teignbridge
- Devon County Council
- Teignbridge District Council

### **85. *Press Release***

Councillors unanimously agreed that a press release regarding the station should be made by this Council

The meeting was closed in PART I by the Committee Chairman at 7.20P.M

The meeting was opened in PART II by the Committee Chairman at 7.21p.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 SS, Public Bodies Admissions to meetings Act 1960 S2***

***86. Adoption of Sub Committee minutes***

Members present considered the notes of Finance and General Purposes Sub-Committee meetings held on 20<sup>th</sup> October 2009, 22<sup>nd</sup> October 2009 and 27<sup>th</sup> October 2009.

RESOLVED unanimously by the Members present and voting that these notes be adopted by this Committee.

The meeting was closed in PART II by the Committee Chairman at 7.22P.M.

The meeting was opened in PART I by the Committee Chairman at 7.22p.m.

The meeting was closed in PART I by the Committee Chairman at 7.24P.M.

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Cllr. H. Clemens  
Chairman  
Finance and General Purposes Committee

## OFFICE ACCOUNTS FOR PAYMENT

### DAWLISH TOWN COUNCIL ACCOUNTS FOR PAYMENT

MONTH:        **NOVEMBER**                      2009

#### FINANCE AND GENERAL PURPOSES EXPENDITURE

<i>Payee</i>	<i>VAT No</i>	<i>Goods and Services</i>	<i>ex VAT</i>	<i>VAT</i>	<i>Total account</i>	<i>budget</i>	<i>funds available (approx)</i>	<i>balance of funds after payment (approx)</i>	<i>chq No:</i>
HM Revenue and Customs		Tax NI				wages			1777-1784
DCC Pensions		Pensions	£11,204.21				45,862.00	34,657.79	
Wages									
Petty cash		various	£250.00		£250.00	various	-	-	1785
PRS Music		events licence for 4th December	£24.30	£3.65	£27.95	regeneration	-5,020.00	5,044.00	1786
Thirstywork		watercooler	11	1.65	12.65	admin	5884	5872	1788
West Exe Parish Cluster Chairman		expenses	36	0	36	from West Exe Parish Cluster funds held	-	.	1790
Blackboard Associates		Annual photo	£111.74	£16.76	£128.50	admin	5,872.00	5,760.00	1791
Westernweb Ltd		website renewal	£67.00	£10.05	£77.05	IT	1,136.25	1,069.00	1792
QES		Legionella inspection support	£32.00	£4.80	£36.80	Manor maintenance	2,672.00	2,640.00	1793
Swiftprint		regeneration banner	70	10.5	80.5	regeneration	5,044.00	4,974.00	1795
Viking		stationery	128.36	19.25	147.61	admin	5,760.00	5,632.00	1796
ROK		repairs to leak in Manor car park	643.86	96.58	740.44	Manor maintenance	2,640.00	1,996.00	1797
Roger;s Cleaning		Manor House	833.58	125.04	958.62	Manor cleaning	4,806.00	3,972.00	1798
Roger;s Cleaning		caretaking	1588.15	238.23	1826.38	caretaking	9,242.00	7,654.00	1798
Roger's Cleaning		cleaning supplies	25	3.75	28.75	cleaning	3,972.00	3,947.00	1798
Rogers Cleaning		Manor House	32	4.8	36.8	grounds maintenance	1,996.00	1,964.00	1798

**MONTH:** NOVEMBER 2009

CIVIC AMENITIES COMMITTEE

<i>Payee</i>	<i>VAT No</i>	<i>Goods and Services</i>	<i>ex VAT</i>	<i>VAT</i>	<i>Total account</i>	<i>budget</i>	<i>funds available (approx)</i>	<i>balance of funds after payment (approx)</i>	<i>chq No:</i>
HM Revenue and Customs		Tax NI				wages			
DCC Pensions		Pensions	£2,765.59				£14,772.40	£12,006.81	1777-1784
Wages									
Morris & McGinn		Parish Maintainer supplies	£0.24	£0.40	£0.28	parish maintainer costs	1,347.00	1,347.00	1787
Morris & McGinn		Parish Maintainer supplies	£4.35	£0.65	£5.00	parish maintainer costs	1,347.00	1,342.00	1787
Morris & McGinn		Parish Maintainer supplies	£2.20	£0.33	£2.53	parish maintainer costs	£1,342.00	£1,340.00	1787
Morris & McGinn		Parish Maintainer supplies	£3.15	£0.47	£3.62	parish maintainer costs	£1,340.00	£1,336.00	1787
Morris & McGinn	CREDIT NOTE	Parish Maintainer supplies	-£3.15	-£0.47	-£3.62		£1,336.00	£1,440.00	1787
Morris & McGinn		Parish Maintainer supplies	£5.17	£0.78	£5.95	parish maintainer costs	£1,440.00	£1,334.00	1787
Morris & McGinn		Parish Maintainer supplies	£16.93	£2.54	£19.47	parish maintainer costs	£1,314.00	£1,314.00	1787
Mole Valley		food	£34.20	£0.00	£34.20	waterfowl food	£1,164.00	£1,130.00	1789
Mole Valley		food	£37.20	£0.00	£37.20	waterfowl food	£1,130.00	£1,093.00	1789
Tomlins		Mrs. Tomlins	£19.00	£0.00	£19.00	refund of allotment rent of relinquishing allotment REFUNDS	-£69.00	-£88.00	1794
Roger's Cleaning Service		Cemetery toilets	£28.65	£4.30	£32.95	cemetery toilets	£193.00	£164.00	1798