



DAWLISH TOWN COUNCIL



Minutes of a Meeting of the *Finance and General Purposes Committee* held at The Manor House Dawlish, on **Thursday 15th APRIL 2010**

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

Other Members Present: None

In attendance: John Winchester, Town Clerk, together with five members of the public.

Declaration of Interests:

There were no declaration of interest in items on the agenda.

Urgent Items:

There were no urgent items.

Public participation

Mrs. A. Large, a local elector, informed Members present that she wished to make a statement regarding item 3.5 on the Agenda. She informed Members that with regard to the hire of rooms at the Manor House for Sunday 25th April 2010 that a temporary event notice had been obtained, public liability insurance was in place, discussions had taken place with

Teignbridge District Council Environmental Health Department regarding food hygiene and that first aid cover and a risk assessment were in hand. Mrs. Large further stated that the organisers had obtained permission from Mr. J. Cocker, the Strategic Manager at Teignbridge to use the Manor Gardens.

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

130. Apologies for absence

Apologies for absence were received from the following Councillors:

- *Cllr. G. Wills, Town Mayor*, who had a family commitment and was unable to attend the meeting
- *Cllr. Mrs. H. Wills* who also had a family commitment and was unable to attend the meeting.
- *Cllr. Mrs. H. Humphries, Deputy Mayor*, who had another commitment and was unable to attend.

RESOLVED unanimously by the Members present and voting that the apologies be accepted.

131. Minutes

Members present received the minutes of Finance and General Purposes Committee meeting held on 18th March 2010.

RESOLVED by the majority of the Members present and voting that this Committee approves the minutes of the Finance and General Purposes Committee dated 18th March 2010 and the Minutes be signed by the Chairman as a true record of the meeting.

132. Victim Support, Devon

Members present received a grant application from Victim Support. This item had been deferred from a Finance and General Purposes Committee

meeting on the 18th March 2010 to allow for a presentation to full Council on the 7th April.

The Committee Chairman, Cllr. H. Clemens, informed Members that the presentation had taken place and was well received by Members.

RESOLVED unanimously by the Members present and voting that a grant of £250.00 be made to Victim Support, Devon.

133. Application for grant – Vitalise

Members present received a letter explaining how Dawlish residents have benefitted through Vitalise and a grant application for financial aid in this year.

RESOLVED unanimously by the Members present and voting that Vitalise should be award a grant of the amount requested of £249.00.

134. Dawlish Town Council – Standing Order

Members present received a letter from a local elector regarding an inquorate meeting of the Town Council's Finance and General Purposes Sub-Committee on 24th March 2010.

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

135. Increase in level of small business rate relief

Members present received a letter from the Department of Communities and Local Government regarding an increase in small business rate relief between 1st October 2010 and 30th September 2011.

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

136. Hire of rooms at the Manor House on Sunday 25th April 2010

Members present received a letter from a local elector requesting permission to hire rooms at the Manor House on Sunday 25th April 2010.

RESOLVED unanimously by the Members present and voting that permission should be granted. The hirer should be informed that after a recent fire safety assessment of the building, it is recommended that no person with a disability should be allowed to use the upstairs rooms.

137. *Public Works Loans Board*

Members present received confirmation of a fixed-rate loan offered by the Public Works Loans Commissioners.

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

138. *Rex Rotary MPC4500 Copier*

Members present received a letter from ING Leasing Ltd regarding options available for the photocopier currently in use in the Council office.

RESOLVED unanimously by the Members present and voting that the lease should be cancelled.

139. *Manor House Fire Risk Assessment*

Members present considered the risk assessment and proposed action plan prepared by Fire Watch for the Manor House in accordance with the Regulatory Reform Fire Safety Order 2005.

RESOLVED unanimously by the Members present and voting that those items in the action plan where items were marked 'high priority' the Town Clerk should take steps to ensure that necessary works were completed without delay and items marked 'medium priority' should be the subject of a plan to ensure that they are complied with in this financial year.

140. *Risk Management Assessment – March 2010*

Members present considered the adoption of the Town Council's Risk Management Assessment conducted in March 2010.

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

141. Anti-fraud and corruption Strategy

Members present considered adoption of the Town Council's Anti-fraud and corruption strategy dated March 2009.

RESOLVED unanimously by the Members present and voting that the Town Council's Anti-fraud and Corruption Strategy should be adopted by the Council and recommended to full Council.

142. Teignbridge District Council – Parish and Town Council Charter

Members present considered adoption of the Parish and Town Council Charter produced by Teignbridge District Council.

During discussion, Members declared how disappointed they were that the Charter had been watered down so far as to make it almost worthless.

RESOLVED unanimously by the Members present and voting that the document should be accepted by this Council as a starting point.

143. Advertising in Local Newspapers

Members present considered placing and advertisements with a local newspaper:

- Town Council Annual General Meeting at a cost of £118.72 + VAT
- Town Council's Notice of Audit at a cost of £222.60 +VAT

RESOLVED unanimously by the Members present and voting that these advertisements should be placed.

144. Finance and General Purposes Sub-Committee Meeting – 24th March 2010

Members present considered the notes of this meeting of the Finance and General Purposes Sub-Committee and the debate that took place.

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

At 7.25p.m. Cllr. E. Hockin realized that he had a prejudicial interest in the next item on the Agenda as he was Chairman of the Licensing Committee at Teignbridge District Council. Cllr. Hockin left the debating chamber.

145. Manor House premises license.

Members present considered whether this Council wishes to apply for a premises license for the Manor House and which categories are applicable to the Manor House.

RESOLVED unanimously by the Members present and voting that no action should be taken regarding a premises license at this time.

Cllr. Hockin returned to the debating chamber at 7.31p.m.

146. Town Clerk's Report

Members present received a verbal briefing from the Town Clerk regarding the recently published guidelines for the Governance and Accountability of Local Councils 2010.

The Town Clerk informed Councillors that a report had been prepared by the Senior Administration Officer with regard to internal audit process whereby it was necessary for Councillors, not officers, to conduct an audit of the internal audit process.

During discussion, Cllr. E. Hockin informed Members that in his opinion, this was an audit scrutiny committee and the committee could be decided at the Town Council's AGM.

RESOLVED unanimously by the Members present and voting that this item be deferred until the Town Council's Annual General Meeting on the 12th May 2010 where an Audit Scrutiny Committee would be appointed.

147. Accounts for payment

Members present received the following:

- Accounts paid in March and April 2010

RESOLVED by the majority of the Members present and voting that the accounts be adopted by Committee and the front sheet of the accounts for payment be signed by the Committee Chairman.

At this time, the Committee Chairman, Cllr. H. Clemens, suspended Standing Orders to allow Members of the public to ask questions regarding Council business not on the Agenda should they wish to do so.

The meeting was closed in Part I by the Committee Chairman, Cllr. H. Clemens at 7.38p.m. and the meeting was opened in Part II

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, Part 1, ss3 and Local Government Act 1972 Shed.12A, part 2, ss10 and the Public Bodies Admissions to meetings Act 1960 S.

148. 34 Park Road, Dawlish

Members present received and considered the report of the Town Council's Surveyors regarding a value for the purposes of insurance at the above address. RESOLVED unanimously by the Members present and voting that this item be noted.

The meeting was closed in Part II by the Committee Chairman, Cllr. H. Clemens at 7.40p.m. and the meeting was opened in Part I. The meeting was closed in Part I at 7.40p.m.

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Cllr. H. Clemens
Chairman.