



DAWLISH TOWN COUNCIL



Minutes of a Meeting of the *Finance and General Purposes Committee* held at The Manor House Dawlish, on **Thursday 20th MAY 2010**

Present: Councillor H. Clemens – Chairman
Councillor Mrs. H. Humphries – Mayor of Dawlish
Councillor Mrs. P. Bloomfield
Councillor Mrs. H. Wills
Councillor G. Wills
Councillor W. Protheroe
Councillor E. Hockin

Other Members Present: None

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

Declaration of Interests:

Cllr. Mrs. H. Humphries, Mayor of Dawlish, declared a personal interest in item 3.3 on the Agenda (Grant aid for the Royal British Legion Armed Forces Day 2010) as she was a member of the Royal British Legion.

Urgent Items:

There were no urgent items.

Public participation

Mr. R. Vickery, a local elector, addressed Councillors present regarding item 3.6 on the Agenda (Dawlish Community Trust grant application). Mr. Vickery explained to Councillors the reasons why the train event was scheduled.

The meeting was opened by the Chairman, Cllr. H. Clemens at 7.07p.m.

1. Apologies for absence

Apologies for absence were received from the following Councillors:

- *Cllr. Mrs. J. Garland*, who had a family commitment and was unable to attend the meeting
- *Cllr. G Price, Deputy Mayor* who also had a family commitment and was unable to attend the meeting.

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

2. Minutes

Members present received the minutes of Finance and General Purposes Committee meeting held on 15th April 2010

RESOLVED unanimously by the Members present and voting that this Committee approves the minutes of the Finance and General Purposes Committee dated 15th April 2010 and the Minutes be signed by the Chairman as a true record of the meeting.

3. Internal Audit report for year 2009-2010

Members present received the report of the Town Council's independent internal auditor.

RESOLVED unanimously by the Members present and voting that the Internal Auditor's report be accepted by Council and Councillors observed that no actions were necessary at this time.

4. Waterfowl enclosure – Brunswick Place

Members present received the interim account from the Town Council's Surveyors.

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

Budget: Capital expenditure

5. *Royal British Legion Armed Forces Day 2010 – grant application*

Members present received a grant application from the Dawlish Branch of the Royal British Legion for the 2010 Armed Forces Day celebrations in Dawlish.

RESOLVED unanimously by the Members present and voting that a grant of £500 should be made to this organization.

Budget: Grants.

LGA 2000 and LG and Public Interest in Health Act 2007 S77

6. *Dawlish Model Railway Society*

Members present received a reply to this Council's letter requesting that the Model Railway Society take action to mitigate the risk of fire from the use of trailing electrical wires.

RESOLVED unanimously by the Members present and voting that this item be deferred for further investigation by the Finance and General Purposes Sub-Committee.

7. *Data Protection Act 1998*

Members present received a letter from the Notification Department at the Information Commissioner's Officer confirming the renewal of this Council's registration.

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

Budget: Administration

8. *Approved Contractor List*

Members present received a letter from a local contractor who wished to be added to the approved contractors list.

RESOLVED unanimously by the Members present and voting that this local company be added to the approved contractors list.

9. *Dawlish Community Trust – grant application*

Members present received a grant application from the Dawlish Community Trust for a support for tourism promotion in 2010.

After a discussion, it was **RESOLVED** unanimously by the Members present and voting that this Council will make a grant of £1,000 to Dawlish Community Trust.

Budget: Grants.

LGA 2000 and LG and Public Interest in Health Act 2007 S77

10. *Sage Line 50 payroll software*

Members present considered the purchase of Sage Line 50 payroll software at a total cost of £693.25 including installation of the software.

RESOLVED unanimously by the Members present and voting that the software be purchased and installed.

Budget: IT and website

11. *A ‘No parking’ barrier erected at the rear car park of the Manor House*

Members present considered whether a physical barrier needed to be erected at the entrance to the car park at the rear of the Manor House.

After a lengthy debate, it was unanimously **RESOLVED** by the Members present and voting that a barrier should be erected at the main entrance to the Manor House and the barrier should be of a type which allows pedestrian and wheelchair access but not access to vehicles.

Budget: Manor Property Maintenance

12. *Civic Functions*

Members present considered the purchase of 12 satinette table flags, masts and bases for use during Twinning functions at an approximate cost of £63.00

RESOLVED unanimously by the Members present and voting that the Town Council staff should make the purchase.

Budget: Administration

13. *Reward for information*

Members present considered whether this Council wishes to make a reward available for information leading to a conviction of the person/s responsible for the loss of black swan cygnets or other ornamental waterfowl and how such a scheme should be administered.

After a lengthy debate, it was unanimously **RESOLVED** by the Members present and voting that further investigation was needed to establish what would be achieved by taking this action. Also further investigation was required into whether prosecutions could be more readily undertaken if the Town Council were to bear the costs of such a prosecution.

At 7.30p.m. Cllr. E. Hockin left the debating chamber and did not return.

14. *Dawlish Town Council Accounts for the year 2009-2010 (year ended 31st March 2010)*

Members present considered the year end Statement of Accounts for the year 2009-2010

RESOLVED unanimously by the Members present and voting that the Finance and General Purposes Committee would recommend the Statement of Accounts to the full Council on 2nd June 2010.

15. *Funds held for other organisations*

Members present considered the reports of the Administration Officer regarding funds held by the Town Council on behalf of the following organisations:

- The Friends of Dawlish Air Show
- West Exe Parish Cluster

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

16. Finance and General Purposes Sub-Committee meetings

Members present considered the adoption of the notes of the Finance and General Purposes Sub-Committee meetings held on 24th March 2010 and 4th May 2010.

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

17. Standing Orders and Financial Standing Orders

Members present considered the drafts of the Town Council's Standing Orders and Financial Standing Orders.

RESOLVED unanimously by the Members present and voting that the Finance and General Purposes Committee would recommend the draft Standing Orders and Financial Standing Orders to full Council on the 2nd June 2010.

18. Finance and General Purposes Sub-Committee

Members present considered the membership of the Finance and General Purposes Sub-Committee and **RESOLVED** unanimously that the Sub Committee be comprised of:

- The Chairman Cllr. H. Clemens
- The Vice-Chairman Cllr. G. Wills
- Cllr. E. Hockin
- Cllr. W. Protheroe

19. Chairman's report of Committee expenditure

Members present received a verbal report of the Committees Chairman, Cllr. H. Clemens regarding the purchase of an electronic cash register for use in the Manor House at a cost of £525.00. Cllr. Clemens informed Members present that the cash register would improve cash control and also provide statistical information regarding room bookings at the Manor House and other income.

RESOLVED unanimously by the Members present and voting that the expenditure be approved.

Budget: Administration

20 Accounts for payment

Members present received the following:

- Accounts paid in April and May 2010

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

21. Press releases

Members present agreed that a press release should be made regarding:

- parking restriction bollards at the main entrance to the Manor House.
- That the Town Council was considering provision of a reward for information leading to the prosecution of offenders who violate the black swans or other ornamental waterfowl
- Grant made to the Royal British Legion Veteran's Day and
- Grant made to Dawlish Community Trust

The meeting was closed by the Committee Chairman, Cllr. H. Clemens at 7.45p.m.

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Chairman - Cllr. H. Clemens