



DAWLISH TOWN COUNCIL

Minutes of a Meeting of the *Finance and General Purposes Committee* held at The Manor House Dawlish, on Thursday 17th June 2010

Present: Councillor H. Clemens – Chairman
Councillor Mrs. H. Humphries – Mayor of Dawlish
Councillor G. Price – Deputy Mayor
Councillor Mrs. P. Bloomfield
Councillor Mrs. H. Wills
Councillor G. Wills
Councillor D. Collins
Councillor Mrs. J. Garland
Councillor E. Hockin

Other Members Present: Councillor Mrs. J. Bush

In attendance: John Winchester, Town Clerk, together with one member of the press and twelve members of the public.

Declaration of Interests:

Cllr D. Collins declared a prejudicial interest in item 3.1 on the Agenda – Request to hire accommodation at the Manor House as he is a Director of Ambercoast Events.

Cllr. Mrs. J. Bush declared a personal interest in item 3.3 on the Agenda – Dawlish War Memorial, as she is Secretary of the Dawlish War Memorial Trust

Cllr. Mrs. H. Humphries (Town Mayor) declared a personal interest in item 3.3 on the Agents – Dawlish War Memorial, as she is a Member of the Dawlish War Memorial Trust

Urgent Items:

There were no urgent items.

Public participation

Mr. P. Large, a local elector, addressed Councillors present regarding item 4.2 on the Agenda (Notes of a Sub-Committee meeting held on 8th June 2010)

Mr. Large stated that he was surprised that the ‘*Save the Manor*’ action group had not been listed as a member of the Advisory Committee – Friends of the Manor.

Mrs. V. Mawhood, a local elector, addressed Councillors present regarding item 3.4 on the Agenda (ornamental Bee Garden) and she wished to give it her support. She also wished to address Councillors present regarding item 4.2 on the Agenda (Notes of a Sub-Committee meeting held on 8th June 2010) stating that there must have been a glaring omission as there were no representatives from the ‘*Save the Manor*’ action group on the Advisory Committee.

At this point the Committee Chairman, Cllr. H. Clemens, asked Mrs. Mawhood to clarify whether or not she thought the ‘Save the Manor’ action group was a community interest group or not. Mrs. Mawhood stated that the ‘Save the Manor’ action group was not a community interest group and they did not hire the Manor House on a regular basis.

The meeting was opened by the Chairman, Cllr. H. Clemens at 7.10p.m.

22. *Apologies for absence*

Apologies for absence were received from the following Councillors:

- *Cllr. W. Protheroe*, who had a family commitment and was unable to attend the meeting

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

23. *Minutes*

Members present received the minutes of Finance and General Purposes Committee meeting held on 20th May 201

RESOLVED unanimously by the Members present and voting that this Committee approves the minutes of the Finance and General Purposes Committee dated 20th May 2010 and the Minutes be signed by the Chairman as a true record of the meeting.

Before the next item on the Agenda was discussed, Cllr. D. Collins left the debating chamber at 7.12p.m.

24. *Request to hire accommodation at the Manor House for Ambercoast Events*

Members present received a letter from a Director of Ambercoast Events regarding the hire of room 11 at The Manor House.

During discussions, the Town Clerk informed Members that he had written to Cllr. Collins, the Director of Ambercoast Events, stating an annual rent for the property and requesting whether the organisation required a short term license or a longer term lease.

RESOLVED unanimously by the Members present and voting that the Town Clerk should write again to the Director of Ambercoast Events seeking clarification of the position.

At 7.14p.m. Cllr. Collins returned to the debating chamber

25. *Dawlish Town Council – approved contractor list*

Members present received a letter from a local builder regarding the Town Council's approved contractor list.

The Chairman informed Members present that the builder in question was a long-established family firm from the local area.

RESOLVED unanimously by the Members present and voting that this building contractor be added to the Town Council's approved contractors list.

26. *Dawlish War Memorial*

Members present received an email from the Property Department of Teignbridge District Council regarding ownership of the town's War Memorial.

During discussions the Town Clerk informed Members present that the Town Council could assume ownership of the War Memorial in accordance with the *Local Government Act 1923* and therefore saw no reason why Teignbridge District Council should wish to grant a lease with a rent of £1.00 per annum (if demanded) for a period of seven years.

RESOLVED unanimously by the Members present and voting that this Council should assume responsibility for the town's War Memorial and if Teignbridge District Council wished to pursue the action of requiring a lease between the two authorities, then this Council should seek reassurance that the District Council would pay the Town Council's solicitors costs and the Clerk should write to Teignbridge District Council accordingly.

27. *Carriage Turning Circle The Manor House*

Members present received a letter from Dawlish Community Trust informing them that the Trust had applied to the District Council for a grant to establish a nectar-rich Bee Garden at the carriage turning circle at the Manor House. The author had requested permission to establish a garden and for the grant from the District Council to be match-funded by the Town Council.

RESOLVED unanimously by the Members present and voting that any further action regarding the proposal to create a Bee (ornamental) Garden should be deferred until the result of the Conservation Trust's request to under-plant the Monterey Pine in the same location is resolved. To ensure sustainability of any

proposed Bee (ornamental) Garden, the following questions should be asked of the Dawlish Community Trust:

- Which community interest group will be responsible for the maintenance of the area if planted?
- If matched funding is required from this Council, then a grant application form needs to be completed by the Dawlish Community Trust.

28. *Terms of Reference for the Finance and General Purposes Committee*

Members present considered and unanimously approved the Terms of Reference for this Council's Finance and General Purposes Committee. [F&GP28](#)

29. *Notes of a meeting of the Finance and General Purposes Sub-Committee meeting held on 8th June 2010*

Members present considered the notes of a meeting of the Finance and General Purposes Sub-Committee meeting held on 8th June 2010.

RESOLVED unanimously by the Members present and voting that these notes be adopted by the Committee after the following change was made:

Friends of the Manor Advisory Committee

Members directed that this item should be put to the full Town Council at the next opportunity on the 7th July 2010 after the following correction was made;

Under the heading 'membership,' the words after *3 x members of community interest groups*' to be removed in its entirety.

30. *The Manor House – revised booking form*

Members present considered the Town Council's booking form for activities at the Manor House.

RESOLVED unanimously by the Members present and voting that the new version of the booking form be adopted by this Council [F&GP30](#)

31. *Dawlish Town Council Media Policy*

Members present considered the Media Policy recommended by the Town Council's Executive Committee.

RESOLVED unanimously by the Members present and voting that the Media Policy would be recommended by the Finance and General Purposes Committee to full Council at the next opportunity.

32. *Accounts for payment and financial reports*

Members present received the following:

- Accounts paid in April, May and June 2010
- Financial report to the end of April 2010
- Financial report to the end of May 2010.
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RESOLVED unanimously by the Members present and voting that the accounts paid and the financial reports be approved and adopted by Committee and the front sheet of the accounts for payment be signed by the Committee Chairman.

The meeting was closed by the Committee Chairman, Cllr. H. Clemens at 7.31p.m.

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Chairman - Cllr. H. Clemens

**TERMS OF REFERENCE OF
COMMITTEES OF THE COUNCIL**

FINANCE & GENERAL PURPOSES COMMITTEE

The Powers, Duties and functions of this Committee are as follows :-

1. *Constitution*

The Constitution of this Committee shall be eight (8) Member of the Council. The Town Mayor and Deputy Town Mayor are ex officio Committee Members.

2. *Attendance at meetings*

All members of the authority may attend all meetings of the Council and speak thereat with the permission of the Committee Chairman but may not vote unless a member of the Committee

3. *Purpose*

- Control of the finances of the Council, including recommending the annual budget; proposing a precept demand for the billing authority to be put before full Council.
- To review Standing Orders and the authority's committee structure, constitution and procedures
- To consider grants to organisations for the encouragement and support of the work of those organisations concerned with cultural, charitable, sporting and leisure activities.
- To consider legislation and the consequences thereof upon this authority and disseminate such information to all Members of the authority and their staff.
- To manage the Dawlish Town Council CCTV system in accordance with the protocols from time to time agreed by Dawlish Town Council as owners of the CCTV system
- To consider all matters appertaining to any re-organisation of Local Government and the ramifications for this authority.

- To recommend policy for the authority to all Members of the Council including all issues arising from the Quality Council's mandate.
- To consider all aspects of the management of property and land which is owned by this authority; leased to the authority or over which this Council has control (except such areas that are included in the Civic Amenities sphere of activity).
- To consider all aspects of Health and Safety for those buildings and land over which this Council exercises control except those Health and Safety matters expressly dealt with by the Civic Amenities Committee.
- To consider matters deferred by full Council
- To consider virement requests from other committees of the Council.

4. *Sub-Committees/Working Groups*

The Finance and General Purposes Committee shall form Sub-Committees and working groups

5. *Delegated Powers*

This Committee has delegated powers to make binding decisions on behalf of the Council as indicated at paragraph 3, provided that in all cases the meeting is quorate.

6. *Quorum of Committee*

Three members of the Committee shall constitute a quorum of the Finance and General Purpose Committee. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

7. *Review*

These terms of reference are to be reviewed annually in June.

Re-approved at Finance and General Purposes Meeting 15th June 2006

Amended March 2007

Amended June 2008

Amended June 2009

Amended June 2010



DAWLISH TOWN COUNCIL

The Manor House, Old Town Street, Dawlish, Devon. EX7 9AP

Tel: 01626 863388 Fax: 01626 888629 E-mail: TownClerk@Dawlish.gov.uk

BOOKING FORM FOR COUNCIL PREMISES

Important: Please see conditions attached.

| | |
|---|--------|
| YOUR DETAILS: | |
| Name and address or individual hirer or in the case of an organization, the person responsible for the booking: | |
| Name: | |
| Address: | |
| Telephone: | email: |
| YOUR EVENT: | |
| Day and date of event: <i>for block bookings please insert week day and date range i.e. Wednesday from 05.05.10 to 6.10.10. The actual dates booked will appear on your confirmation print out.</i> | |
| Time of event: <i>NB When booking for any function or meeting please allow for any time required for preparation prior to commencement. No charge will be made for 15 minutes following the time booked but the Council reserves the right to charge if this time is exceeded.</i> | |
| Type of event: | |

| | |
|---|--|
| <i>Please give brief details of the event</i> | |
| Room/s required: <i>Please see attached conditions before choosing a room suitable for your requirements</i> | |
| Numbers expected to attend the event: | |
| Equipment required (chairs/tables/piano/kitchen/urnetc.,) <i>Please see attached conditions</i> | |
| YOUR BOOKING: | |
| Temporary Event Notice <i>Please see specifically condition 17 attached. The Town Council will need to see a copy of the Permission before confirmation of any event requiring a license.</i> | Copy certificate received Yes/No |
| Portable Appliance Test Certification <i>Please supply details of electrical equipment to be connected to the supply</i> | |
| Risk Assessment and Insurance Cover <i>You must ensure that a risk assessment is carried out to ensure the premises are suitable for your booking.</i> | Risk Assessment carried out? Yes/No P.L.Insurance cover in place? Yes/No Value: |
| Booking fee | £ |
| Refundable Deposit (£50.00) paid | Yes/No |
| I apply for a booking in accordance with the foregoing particulars. <i>I confirm that I have read and understood the booking conditions overleaf and that, if this booking is made for a group, society or organization, I am authorized to sign the booking form on their behalf.</i> | Signed Dated |

Booking Conditions:- Please read carefully and retain for your records

1. The amount of the letting fee is determined by the approved schedule of charges applicable at the date the accommodation is used.
2.
 - a. The request for accommodation by the Town Council must take priority although attempts will always be made to avoid changes or cancellations.
 - b. The Clerk or the person so authorised may adjust the bookings and rooms allocated in the interest of those using the premises.
 - c. The use of any particular activity room cannot be guaranteed but attempts will always be made to meet the hirees' reasonable requirements.
 - d. Parking for hirers of the building is not guaranteed. Where parking is available, users are requested to park with due consideration for other users of the building and not outside any exists for the building or on any hatched areas or in disabled spaces without a disabled users exemption certificate.
 - e. The Manor House operates a NO SMOKING policy throughout the entire public area of the building. It is against the law for patrons to smoke in any of the public areas of the building, within the porch area or adjacent to doors into the building. Those patrons wishing to smoke must leave the premises.
3. Bookings by individuals, clubs or associations implies liability by that individual, club or association for damage by him (or her) or any of the members of such club or association to the structure of the premises and its contents or equipment or the equipment of any other members, groups or invitees. For functions, etc., the full booking fee and an additional refundable deposit of £50.00, held against breakages and excessive cleaning, is payable at the time of booking. Bookings will not be confirmed until the full booking fee and deposit have been paid.
4. Persons booking rooms at the building must conduct a risk assessment to satisfy themselves that the room(s) are adequate for the activity to be conducted including means of escape.
A Fire risk assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005 was conducted in March 2010. The assessor's appraisal stated that access for persons with a disability should be limited to the ground floor. It is the responsibility of hirers to consider this when assessing suitability of rooms for their activities.
5. No dangerous or highly inflammable substances are to be brought into the premises without the Council's approval. No smoke machines of any kind are to be used within the building.
6. No dogs (other than guide dogs or hearing dogs) are to be brought into the premises without the Council's approval.
7. Electrical equipment shall only be connected to power points.

8. All those using the premises are expected to use the accommodation and its contents in a reasonable way and if they do not do so may be requested by the Town Council person in charge to leave forthwith.
9. No-one should attempt to alter the central heating or any electrical fitting or furnishings without the sanction of the Council or their appointed representative.
10. All outside equipment brought to the premises by any individual, club or association will be at the risk of that individual, club or association.
11. The Town Council will not be responsible for any belongings money or valuables of any description brought into the premises by anyone. All such items are at the owners' risk entirely. Users should arrange their own appropriate insurance.
12. All users are required to leave the premises within 15 minutes of the conclusion of the time booked.
13. All persons using the premises do so at their own risk and the Town Council, its officers and employees can accept no liability whatsoever for personal injury howsoever caused while in the premises or any of its surrounding land or approaches. It is the responsibility of the person making the booking to conduct a risk assessment to ensure that the venue is suitable for activities carried out.
14. Where arrangements have been made for chairs and tables to be provided they will be left in the room booked in the manner requested wherever possible but this cannot be guaranteed as staff may not always be available at the appropriate time.
15. Discos are not permitted in the Manor House unless they are part of a larger function.
16. All music and dancing must cease by 12 midnight. Bookings for public holidays and Sundays, including New Year's Eve, will be considered by the Town Council on an individual basis. All applications for table-top sales or one-day auctions will be considered by the Town Council on an individual basis.
17. It is the responsibility of the person making the booking to apply for any/all appropriate licenses required for their event:

IMPORTANT:

If you are planning an event where you intend to sell alcohol or stage live music or provide late-night refreshments (between 11p.m. and 5a.m.) **you must apply for a TEMPORARY EVENT NOTICE from:**

The Licensing Section
Teignbridge District Council
Forde House,
Brunel Road,

NEWTON ABBOT,
Devon. TQ12 4XX

Telephone: 01626 215108

One copy of the completed form should be sent to the Licensing Authority at the above address and a further copy sent to:

Devon & Cornwall Constabulary,
Alcohol Crime Reduction Office,
Ashburton Road,
TOTNES,
Devon. TQ9 5JY

Please note that you should ensure there is sufficient time for your application to be processed before the date of your proposed event and a copy of the permission will be required by the Town Council before confirmation of any event requiring a Temporary Event Notice.