



19 January 2018

DAWLISH TOWN COUNCIL

AGENDA

Dear Councillor

You are hereby summoned to attend a Meeting of the

Finance & General Purposes Committee

To be held at **The Manor House, Dawlish** on

Thursday 25 January 2018 at 7.00pm

Yours sincerely

A handwritten signature in black ink, appearing to read 'Yola Mitchell'.

Yours sincerely

Yola Mitchell
Finance Officer

Cllr Humphrey Clemens (Chairman)
Cllr Terry Lowther (Vice Chairman)
Cllr Howard Almond
Cllr Angela Fenne
Cllr Greg Fenne
Cllr Noel Nickless
Cllr Gary Taylor

The Mayor, Cllr Martin Wrigley (ex officio), Deputy Mayor, Cllr Lisa Mayne (ex officio)

- 1 **Declarations of Interest** – Members are reminded that they should declare any interest in the items to be considered and are also advised that the timescale to alter their stated interests with the District Council’s Monitoring Officer is 28 days.
- 2 **Items requiring urgent attention** – to consider those items which, in the opinion of the Committee Chair, should be considered by the meeting as matter of urgency (if any). To be taken at the end of the meeting.
- 3 **Councillor’s Reading File:**
Councillors are reminded that items in this Agenda marked ‘contained in Reading File’ are available for inspection in the office. Councillors should familiarise themselves with all relevant paperwork prior to the relevant meeting
- 4 **The Freedom of Information Act 2000** deems that all information held by this Council should be freely available to the public unless it falls under one of 23 exemptions.
- 5 **The Data Protection Act 1998** precludes this Authority from publishing the names, addresses or other private information of individuals unless written permission is given by the individual for such details to be made public. Therefore, where necessary, personal details have been removed from the papers attached to ensure that information held is available but individuals are protected.
- 6 **Mobile telephones** Councillors and members of the public are requested to ensure that mobile phones are switched to ‘silent’ during the meeting to avoid disruption.
- 7 **Recording** this meeting may be filmed or audio taped.
- 8 **Public Participation:**
Members of the public will be given an opportunity to address Councillors present at this meeting regarding agenda items, at the discretion of the Chairman. Members of the public will also be given an opportunity to discuss Town Council activities not on the current agenda after the close of the meeting. The comments of members of the public and electors of the parish who speak before the start of the meeting or following the close of the meeting will not form part of the Minutes of the meeting.

- 1) Apologies**
To receive and approve apologies from members unable to attend.
- 2) Minutes**
To receive, approve and sign the Minutes of the Finance & General Purposes Meeting held on 23 November 2017.
- 3) To receive and consider requests for dispensation**
- 4) To consider grant applications received**
- 5) Electors Fund**
To confirm application request - to be submitted by 4pm on 3rd February 2018
- 6) Internal Auditors Report**
To agree any additions to the list of fixed assets included within insurance cover
- 7) Manor House Business Rates Appeal**
To receive a progress report on the business rates appeal for the Manor House
- 8) Dawlish Town Council Budget & Precept demand for the Financial year 2018/19**
To consider and recommend to Dawlish Town Council a Budget and Precept demand for the Financial Year 2018/19 (information to follow)
- 9) Sandy Lane Skate Park**
 - (a) To receive a report from Members of the previous working party;
 - (b) To consider the need for wider remedial works to the skate park and commit to funding as necessary.
- 10) Urban Grass Cutting**
 - (a) To consider whether the town council accepts a financial contribution from Devon County Council towards the cutting of the visibility splays;
 - (b) Whether to accept the quote of IdVerde for 6 cuts including visibility splays or to continue with the current arrangement excluding the visibility splays.
- 11) Funding Request Dawlish Events Guide 2018**
To consider letter submitted by the Town Centre Development Manager (letter attached)
- 12) Invoices for Payment, Direct Debits and Income**
To receive, consider and approve the following reports Invoices paid to date, Direct Debits and Income (report to follow)
- 13) Bank Reconciliation**
To approve the bank reconciliation at 31 December 2017 (report to follow)

14) Financial Report

To receive and approve 31 December 2017 Budget Comparison (report to follow)

15) Items from Civic Amenities Committee

16) Items from Events Committee

17) Late Items – If any

Items are brought to the attention of committee members by the Chairman as a matter of urgency. Members are reminded that they have not received the statutory notice of this business to be transacted and should therefore recognise that any decision made may be taken to be unlawful if challenged in the future.

18) Press Release

To consider whether this committee wishes to issue a press release in respect of business conducted at this meeting.

Part II

Members of the public and press are excluded from this meeting as the item(s) under discussion contain information exempt under

- **Local Government Act 1972 Section 100B ss(1) and Schedule 12A Part 1 Section 1**
- **Public Bodies (Admission to meetings) Act 1960 Section2(1)**

19) Salaries and Expenses, November and December 2017

To receive and approve the monthly list of individual salary and expenses payments to staff (*Global figures are included in the invoices for payment*).
(Report to follow)