



15 February 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 22 February 2018 at 7.00pm

Yours sincerely

A handwritten signature in black ink, appearing to read 'Yola Mitchell', is written over a faint, illegible printed name.

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 25 January 2018.

3) To receive and consider requests for dispensation

4) To consider grant applications received

a) Larger Grants

- 1) Dawlish Warren Tourism – for Punch and Judy 1 day per week for the 6 week summer holiday period and Thursday of Carnival week.

5) Internal Auditors Report

To agree any additions to the list of fixed assets included within insurance cover

6) Manor House Business Rates Appeal

To receive a progress report on the business rates appeal for the Manor House

7) VAT Recommendation

To authorize DCK accounting solutions to process the request to Opt to Tax the Manor House from 1st April 2018 in accordance with the resolution made in the September 2017 F&GP Meeting

8) 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)

9) Bank Reconciliation

To approve the bank reconciliation at 31 January 2018 (report to follow)

10) Financial Report

To receive and approve 31 January 2018 Budget Comparison (report to follow)

11) Items from Civic Amenities Committee

12) Items from Events Committee

13) 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.

14) 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)**

15) Salaries and Expenses, January 2018

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)