



20 April 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 26 April 2018

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

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

The Mayor, Clr Martin Wrigley (ex officio), Deputy Mayor, Clr 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 22 March 2018.

3) To receive and consider requests for dispensation

4) To consider grant applications received

a) Small Grants

- 1) Dawlish Choral Society – Grant request for £100 towards rehearsing, performing and publicizing choral music concerts

b) Larger Grants

- 1) Dawlish Arts Festival – Grant request for £3000 towards putting on Dawlish Arts Festival this year
- 2) Dawlish Celebrates Carnival – Grant request for £10,061 for the infrastructure that supports carnival week
- 3) Dawlish Royal British Legion – Grant request for £2000 towards Armed Forces Weekend (Civic Event)

5) Internal Auditors Report

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

6) Standing Orders

To consider a proposal from the Staffing Committee in line with the Committee's Terms of Reference that it recommends to Town Council that Standing Order 18 – Undue influence on councillors read as follows with writing in bold being the suggested amendments:

- a) *Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate. **An employee of Dawlish Town Council shall not canvass or solicit any councillor(s) in respect of their current employment with the Council for their benefit or gain.***
- b) *A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the council or recommend a person **or a current employee of Dawlish Town Council** for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the council with an application for appointment.*

7) Devon County Show

To approve in principle an amount not exceeding £1,500 as a contribution towards the cost of the pitch and gift bags to be used at the Devon County Show in conjunction with Teignmouth Town Council and the Dawlish and Teignmouth CIC.

8) Dawlish – Holcombe Cycle Route Bid

To consider making a financial contribution toward Devon County Council's bid for the Coastal Communities Fund with reference to the Dawlish Holcombe Cycle Route (email attached).

9) CCTV

To call a meeting of the CCTV working group to review whether Dawlish tie in with nearby schemes and to consider the possibility of adding a camera to the current system to cover the lawn following the recent Swan attacks.

10) Floral Displays

To approve funding this year's floral display (quote attached).

11) 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)

12) Bank Reconciliation

To approve the bank reconciliation at 31 March 2018 (attached)

13) Financial Report

To receive and approve 31 March 2018 Budget Comparison (attached)

14) Items from Civic Amenities Committee

15) Items from Events Committee

16) 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.

17) 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)

18) Salaries and Expenses, March 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)