



DAWLISH TOWN COUNCIL

Minutes of a Meeting of the **Finance & General Purposes Committee** Held at The Manor House, Dawlish on Thursday, 26 April 2018 at 7.00 pm

Present:

Councillor Clemens (Chairman)

Councillors Lowther (Vice Chairman), Almond, A Fenne, G Fenne, Goodman-Bradbury, Nickless, and Taylor

Other Town Councillors Present:

Councillor Mawhood

Absent:

Councillor Mayne

Officers in attendance

Yola Mitchell – Finance Officer

Members of the public

There were five members of the public present who spoke in support of the following grant applications:

- Dawlish Choral Society
- Dawlish Arts Festival
- Dawlish Celebrates Carnival
- Open DAW (Late Item)

Declarations of interest

Councillors A Fenne and G Fenne declared an interest in the grant application for Dawlish Royal British Legion so did not take part in the vote.

Councillor Goodman-Bradbury declared an interest in the grant application for Open Daw as they are working with Dawlish Against Plastic so did not take part in the vote.

Items requiring urgent attention

- Small Grant – Open DAW
- Letter regarding the closure of Lloyds Bank
- Revised quote for utilities for the Riverside Centre and Waterfowl Hut
- Manor House and Riverside sub-committee Terms of Reference

123 Apologies for absence

Apologies were received from Councillor Wrigley

124 Minutes

Members present and voting received the Minutes of the Finance & General Purposes Committee meeting held on 22 March 2018.

RESOLVED unanimously that the minutes of the 25 January 2018 meeting be signed by the Committee Chairman as a true and accurate record of the meeting subject to typographical errors being corrected.

125 To consider requests for dispensation

No requests were received.

126 To consider grant applications received

Smaller Grants

- **Dawlish Choral Society** – a grant of £100 to pay towards rehearsing, performing and publicising choral music concerts.

RESOLVED unanimously that a grant of £100 be approved.

- **Open DAW – Dawlish Community Information Centre (Late Item)** – a grant of £250 to fund the purchase of litter pick equipment.

RESOLVED by majority that a grant of £250 be approved.

Larger Grants

- **Dawlish Warren Arts Festival** – a grant of £3000 towards putting on Dawlish Arts Festival this year.

RESOLVED by majority that a grant of £3000 be approved.

- **Dawlish Celebrates Carnival** – a grant of £10,061 for the infrastructure that supports carnival week.

RESOLVED unanimously that a grant of £10,061 be approved.

- **Dawlish Royal British Legion** – a grant of £2000 towards Armed Forces Weekend (Civic Event)

RESOLVED by majority that a grant of £2000 be approved.

127 Internal Auditors Report

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

RESOLVED unanimously to make the following amendment to assets covered:

- Add 6 gazebos
- Add office equipment
- Amend Hedley Way Centre to Riverside Centre

- Check all cups and trophies are covered

128 Standing Orders

128.1 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.*

Members queried the reason for the changes and unanimously **RESOLVED** to defer the decision to Full Town Council

128.2 To review and agree The Financial Standing Orders

Unanimously **RESOLVED** to agree to the tracked changes circulated with a note to confirm which officer post is the current RFO.

129 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.

Unanimously **RESOLVED** to agree an amount up to £1,500 with a request of a report back to F&GP of breakdown of the costs and resulting benefits of participating in the event.

130 Dawlish – Holcombe Cycle Route

Members considered the request 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

Unanimously **RESOLVED** No objection to contributing toward the funding up to the value of £10,000 but would ask that Dawlish Town Council be consulted at all stages.

131 CCTV

Members of the CCTV working group were asked to agree date for their next meeting

Unanimously **RESOLVED** that members would agree a date and time via email

132 Floral Displays

Members considered the submitted quote for annual floral displays and **RESOLVED** to approved funding for this year.

133 Invoices for Payment, Direct Debit and Income

Members present received and considered the report of invoices paid, direct debits and income received since the last report to the Committee.

RESOLVED unanimously that this report be approved.

134 Bank Reconciliation

Members present received and considered the bank reconciliation as at 31 March 2018.

RESOLVED unanimously that the report be approved.

135 Financial Report

RESOLVED unanimously that the 31 March Budget Comparison be approved.

136 Items from Civic Amenities Committee

There were no items from Civic Amenities Committee

137 Items from Events Committee

There were no items from the Events Committee

138 Late Items

138.1 Closure of Lloyds Bank in Dawlish

Member discussed the closure of that last remaining high street bank in Dawlish scheduled for 9th October 2018.

Unanimously **RESOLVED** that a letter should be written to the Regional Director of Lloyds Bank to express council disappointment at the decision. Members also requested that an appropriate representative is invited to address the Council regarding the closure at a future Full Town Council meeting.

138.2 Utility Renewal

To consider utility supplier renewal options for the Riverside Centre and Waterfowl Hut

Unanimously **RESOLVED** to accept the five year, cheapest, direct debit quotes for all three renewals.

138.3 Manor House and Riverside Sub-Committee Terms of Reference

Members considered the proposed terms of reference but deferred the decision to Full Town Council with the request that the Project Officer is involved in the meetings

139 Press Release

Members agreed to issue a press release regarding the approved grants and ongoing support for:

- Dawlish Choral Society
- Open DAW – Dawlish Community Information Centre
- Dawlish Warren Arts Festival
- Dawlish Celebrates Carnival
- Dawlish Royal British Legion

Plus issue a response regarding the closure of Lloyds Bank.

Part II Exclusion of the Public and Press – The Public Bodies (Admissions to meetings) Act 1960

Pursuant to Section 1(2) of The Public Bodies (admissions to meetings) Act 1960, and having regard to the confidential nature of the business to be transacted it was RESOLVED that the press and public be excluded from the meeting for the following items of business:

140 Salary and Expenses

(Confidential by virtue of relating to members of staff)

Salaries and Expenses for March 2018 were noted.

The meeting was closed by the Committee Chairman, Councillor Humphrey Clemens at 8.25pm.

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Cllr Humphrey Clemens, Chairman