



DAWLISH TOWN COUNCIL

Minutes of a Meeting of the **Finance & General Purposes Committee** Held at The Manor House, Dawlish on Thursday, 24 May 2018 at 7.00 pm

Present:

Councillor Clemens (Chairman)

Councillors Lowther (Vice Chairman), Foden, Goodman-Bradbury, Taylor and Wrigley

Absent:

Councillor Mayne

Officers in attendance

Yola Mitchell – Finance Officer

Members of the public

There were no members of the public present

Declarations of interest

There were no declarations of interest

Items requiring urgent attention

There were five late items:

- Grant Application from Dawlish Warren Tourism
- Manor House and Riverside Sub-Committee Terms of Reference
- Recommendation to purchase LCRS software
- Dawlish Town Council website additional requirements / costs
- Informal update from the Lawn Working Group

1 Apologies for absence

Apologies were received from Councillors A and G Fenne

2 Minutes

Members present and voting received the Minutes of the Finance & General Purposes Committee meeting held on 26 April 2018.

RESOLVED unanimously that the minutes of the 26 April 2018 meeting be signed by the Committee Chairman as a true and accurate record of the meeting subject to typographical errors being corrected.

3 To consider requests for dispensation

No requests were received.

4 To consider grant applications received

Larger Grants

- **Dawlish Local History Group** – a grant of £500 towards hall hire, display materials, advertising and other expenses involved in putting on a free-entry Local History event in October 2018.

RESOLVED unanimously that a grant of £500 be approved.

- **Dawlish Warren Tourism** – a grant of £1,500 to assist the payment of the security and event organiser required for Dawlish Warren Firework display. (Late item)

RESOLVED unanimously that a grant of £1,500 be approved.

5 Invoices for Payment, Direct Debit and Income (April 2018)

DEFERRED due to accounts migration to RBS system

6 Bank Reconciliation (April 2018)

DEFERRED due to accounts migration to RBS system

7 Financial Report (2018)

DEFERRED due to accounts migration to RBS system

8 Items from Civic Amenities Committee

There were no items from Civic Amenities Committee

9 Items from Events Committee

There were no items from the Events Committee

10 Late Items

10.1 Manor House and Riverside Sub-Committee Terms of Reference

Members considered the draft terms of reference submitted by the Town Clerk and **RESOLVED** the following:

- The meetings should be scheduled every two months starting in June and be timed prior to F&GP Committee so items can be referred
- Councillors Clemens, Goodman-Bradbury, Nickless, Lowther and Taylor were elected
- Delegated Powers should mirror the wording used in the Civic Amenities Committee terms of reference
- The Purpose of the committee be as follows:
 - *To plan and oversee maintenance, repair and refurbishment of the Manor House and Riverside Centre in accordance with Council Financial Standing Orders and Standing Orders in general;*

- *To recommend maintenance, repair or refurbishment of the Manor House and Riverside Centre in accordance with the budgeted expenditure agreed by the Full Council; and*
- *To consider and recommend all aspects of promotional activities for both the Manor House and Riverside Centre, to maximise the income generated to the Council by both venues in conjunction with the Projects Officer*

10.2 LCRS Software

To consider the acquisition of the LCRS software (Local Council Risk System) at a cost of £110 plus VAT to further strengthen existing risk management arrangements and documentation (recommended by Internal Auditor)

RESOLVED unanimously to purchase LCRS software

10.3 Dawlish Town Council Website

Members considered

- (a) approving the conversion of the Town Council website to an encrypted site so that the potential for data leakage is removed at a one-off cost of £60-90.00 plus VAT and an increase in the yearly fee from £67/year to £80/year;
- (b) approving the setting up of a Privacy Notice page at a one-off cost of £15.00 plus VAT.
- (c) approving the setup of a Lawn Working Group webpage at a cost of £60 plus VAT.

RESOLVED unanimously to approve all three proposed changes to the website

10.4 Lawn Working Group

Councillor Nickless gave an informal update to the committee on behalf of the Lawn Working Party. A formal full report will be given at Full Town Council.

11 Press Release

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

- Dawlish Local History Group
- Dawlish Warren Tourism

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:

12 Salary and Expenses

(Confidential by virtue of relating to members of staff)

Salaries and Expenses for April 2018 were noted.

The meeting was closed by the Committee Chairman, Councillor Humphrey Clemens at 7.50pm.

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Cllr Humphrey Clemens, Chairman