



FINANCE & GENERAL PURPOSES COMMITTEE

18 January 2019

Dear Councillor

NOTICE IS HEREBY GIVEN that a Meeting of the **Finance & General Purposes Committee** at which your attendance is summoned, will be held at the **The Manor House, Old Town Street, Dawlish, EX7 9AP** on **THURSDAY 24 January 2019** at **7PM** to transact the business specified in the Agenda as set out.

Yola Mitchell
Finance Officer

Distribution: The Mayor and Members of Finance & General Purposes Committee as follows:

Councillors Clemens (Chairman), Lowther (Vice Chairman), A Fenne, G Fenne, Goodman-Bradbury, Nickless, Taylor, Wrigley.

The Mayor, Cllr Mayne (ex officio), The Deputy Mayor, Cllr Foden (ex officio)



For information - to be taken as read:

- 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** ***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.*
- 4** ***The Data Protection Act 2018** 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.*
- 5** ***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.*
- 6** ***Recording** this meeting may be filmed or audio taped.*
- 7** ***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.*



AG E N D A

PART I

(Open to the Public)

1. **Apologies for absence**
2. **Agreement of the Agenda between Parts I and II**
3. **Declarations of Interest** – to declare any disclosable interests relating to the forthcoming items of business (if any).
4. **Dispensations** – to receive and consider requests for dispensation (if any).
5. **Minutes** - to approve and sign the minutes of the Finance & General Purposes Committee held on date 22 November 2018.
6. **To consider grant applications received**
 - a) Smaller Grants
 - 1) Shaldon Festival – Request for £250 to put towards an outreach programme that includes visitors from Bath Philharmonia working with students from Orchard Manor School and Teignmouth Community School to create a new piece of music that will be performed as part of Shaldon Festival 2019.
 - 2) Dawlish Twinning Association – Request for £250 to support a number of initiatives including working with local schools to promote the learning of the French language.
 - b) Large Grants
 - 1) Dawlish Transition – Request for £1500 to put towards promotional material to publicise the Walking Festival 2019.
7. **Strand Banners**

To consider replacing the 14 banners along the Strand at a cost of £175.00 (ex VAT) per banner.
8. **Devon County Show**

To consider approving a sum up to £1,500 to attend the Devon County Show.
9. **Office Telephone Upgrade**

To consider approving a sum of £4,278.40 (ex VAT) to upgrade the telephone system in the Council Offices to an IP based system to realise future ongoing savings.



10. **Replacement of Town Council Laptops**
To consider approving the sum of £1254.52 (ex VAT) to replace two office laptops (inclusive of extended three-year warranty).
11. **Draft Budget and Precept Proposals 2019/20**
To consider the draft Budget and Precept Proposals for 2019/20 and make recommendations to Full Town Council for adoption. (Report 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. (Reports attached).
13. **Bank Reconciliation** – to approve the bank reconciliation at 30 November and 31 December 2018. (Reports attached).
14. **Financial Report** – to received and approve 30 November and 31 December 2018 budget comparison. (Reports attached).
15. **Items from Civic Amenities Committee**
16. **Items from Events Committee**
17. **Items from Manor House and Riverside Sub Committee**
To consider the following recommendations:
 - a) To approve the spend of £3332.09 (ex VAT) to update and improve the Wi-Fi coverage within the Manor House;
 - b) To approve spend up to the value of £3000 (ex VAT) for a feasibility study for works to be carried out on the conservatory (subject to obtaining three quotes).
 - c) To approve spend up to the value of £2000 (ex VAT) for a feasibility study for works to be carried out on the Town Council office (subject to obtaining three quotes).
18. **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.
19. **Press Release**
To consider whether this committee wishes to issue a press release in respect of business conducted at this meeting.



**Part II
(Private)**

Items which may be taken in the absence of the Public and Press on grounds that Exempt Information may be disclosed as defined in the Local Government Act 1972 and Public Bodies (Admission to meetings) Act 1960.

20. Salaries and Expenses, November and December 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*). (Reports to follow).