



FINANCE & GENERAL PURPOSES COMMITTEE

22 February 2019

Dear Councillor

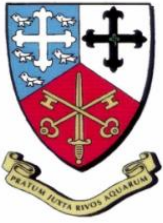
NOTICE IS HEREBY GIVEN that a Meeting of the **Finance & General Purposes Committee** at which your attendance is summoned, will be held at the **The Manor House, Old Town Street, Dawlish, EX7 9AP** on **THURSDAY 28 February 2019** at **7PM** to transact the business specified in the Agenda as set out.

Yola Mitchell
Finance Officer

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

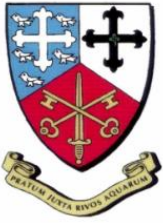
Councillors Clemens (Chairman), Lowther (Vice Chairman), A Fenne, G Fenne, Goodman-Bradbury, Nickless, Taylor, Wrigley.

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.*



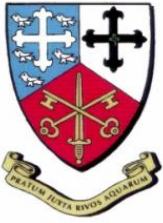
AG E N D A

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 24 January 2019.
6. **To consider grant applications received**
 - a) Smaller Grants
 - 1) Dawlish In Bloom – £250 for advertising, printing, cups for winners, plaque for overall winner, garden gift vouchers for winners, seeds etc for highly commended.
 - b) Large Grants
 - 1) Dawlish Celebrates Carnival – £12,992 for Insurances, PA and Sound System, Security and First Aid, Toilets, barriers etc and Marquee.
7. **Strand Banners**

To consider replacing the 14 banners along the Strand at a cost of £175.00 (ex VAT) per banner.
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 attached).
9. **Bank Reconciliation** – to approve the bank reconciliation at 31 January 2019. (Report attached).
10. **Financial Report** – to received and approve 31 January 2019 budget comparison. (Report attached).



11. **Items from Staffing Committee**

To consider the draft Job Description and proposed salary scale for the upcoming vacant post of Projects Officer (job title subject to change) – subject to job evaluation by South West Councils being received prior to the meeting

12. **Items from Civic Amenities Committee**

13. **Items from Events Committee**

14. **Items from Manor House and Riverside Sub Committee**

15. **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.

16. **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.

17. **Salaries and Expenses, January 2019**

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).