



FINANCE & GENERAL PURPOSES COMMITTEE

20 May 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 or Riverside Centre, Old Town Street, Dawlish, EX7 9AP** on **Friday, 24 May 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 Wrigley (Chairman), J Petherick (Vice Chairman), Goodman-Bradbury, James, M Lowther, T Lowther, L Petherick and Tamlyn

The Mayor, Cllr Foden (ex officio), The Deputy Mayor, Cllr Mawhood (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 25 April 2019.
6. **To consider grant applications received**
 - a) Smaller Grants
 1. Dawlish Choral Society – Grant request of £100 towards the cost of rehearsing and performing in choral music concerts plus publicity and recruitment.
 - b) Large Grants
 1. Dawlish Warren Tourism – Grant request of £800 towards the cost of Punch and Judy one day per week for summer holiday period.
 2. Dawlish Royal British Legion / Dawlish Town Council Armed Forces Weekend – Grant request of £2500 towards the cost of the Armed Forces Weekend 28th, 29th and 30th June 2019. (Armed Forces Weekend is a Civic Event working alongside Dawlish Events Committee).
 3. Dawlish Arts Festival – Grant request of £3000 towards the cost of running the Dawlish Arts Festival this year (25th May – 2nd June 2019).
 4. Citizens Advice Teignbridge – Grant request of £7500 towards maintaining the current service based in Dawlish for the people of Dawlish to meet their ongoing needs.
 5. Friends of Dawlish Station – Grant request of £2000 to complement other funding (Devon & Cornwall Rail Partnership, GWR etc) for turning the waiting room into an interactive heritage room.



7. **Dawlish Rural Skip Hire Service for 2019-2020** - to approve the proposed dates and cost for continuing Dawlish Rural Skip Hire service:
- Saturday the 8th June (10am-4pm), Sandy Lane car park
 - Saturday the 16th November (9:30am-3:30pm), Barton Hill car park
 - Saturday the 21st March 2020 (10am-4:00pm), Dawlish Warren outer car park
- The cost to Dawlish to cover the three services this financial year will be £5,583.98.
8. **Audit Recommendation regarding aged debtors** – to approve writing off debt relating to two expired accounts that no longer hire the premises as per the recommendation of the Internal Auditor. (Report attached).
9. **Asset and Allotment Management Software** – to consider the purchase of RBS Asset and Allotment Management Software (separate modules) following the recommendations of the Internal Auditor. Quote to be provided once received from RBS.
10. **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).
11. **Bank Reconciliation** – to approve the bank reconciliation at 30 April 2019. (Report to follow).
12. **Financial Report** – to received and approve 30 April 2019 budget comparison. (Report to follow).
13. **Items from Civic Amenities Committee**
- Nil.
14. **Items from Events Committee**
- Nil.
15. **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.

Nil.