



DAWLISH TOWN COUNCIL

Minutes of a Meeting of the Finance & General Purposes Committee Held at The Manor House, Dawlish on Thursday, 24 May 2019 at 7.00pm

Present:

Councillors Wrigley (Chairman), J. Petherick (Vice Chairman), Foden (ex-officio), Goodman-Bradbury, James, M. Lowther, Mawhood (ex-officio), T. Lowther, L. Petherick and Tamlyn.

Other Members in attendance:

Councillors Dawson, Taylor and Woods.

Officer in attendance

Andrew McKenzie – Town Clerk

Members of the public

There was one Member of the public.

Public Participation

A representative of the Dawlish Arts Festival sought the Committee's support in approving its grant funding application. The festival hosted many events throughout the Parish and benefitted a wide section of the community.

The following minutes will be considered for approval at the next meeting of the Finance & General Purposes Committee and may be subject to change until that time.

As the Chairman was delayed, the Vice Chairman opened the meeting.

1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

2 AGREEMENT OF THE AGENDA BETWEEN PARTS I AND II

There was no Part II.

3 DECLARATIONS OF INTEREST

- Councillor Goodman-Bradbury declared an Appendix B interest in the Large Grant Application by Friends of Dawlish Station by virtue of being the Council's representative to Dawlish Museum;
- Councillor Goodman-Bradbury declared an Appendix B interest in the Large Grant Application by Friends of Dawlish Station by virtue of being the Council's representative to Dawlish Museum;
- Councillor T. Lowther declared an interest in the Large Grant Application by Dawlish Arts Festival, by virtue of his association with the Royal British Legion during the Carnival and his Chairmanship of the Town Council's Events Committee. He would not vote on the application;
- Councillor L. Petherick declared an Appendix B interest in the Large Grant Application by Citizens Advice by virtue of being the Council's appointed representative to the Group; and
- Councillor Wrigley declared an Appendix B interest in the Large Grant Application by Citizens Advice by virtue of being the Council's appointed representative to the Group.

4 DISPENSATIONS

There were none.

5 MINUTES

Members present and voting received the Minutes of the Finance & General Purposes Committee meeting held on 25 April 2019.

RESOLVED that the minutes of the meeting held on 25 April 2019 be signed by the Committee Chairman as a true and accurate record of the meeting.

6 TO CONSIDER GRANT APPLICATIONS RECEIVED

Members considered the following grants as follows:

Large Grant

Dawlish Arts Festival – a request for £3,000 towards the cost of running the festival this year 25 May – 1 June.

At this juncture, the Committee suspended Standing Orders to allow the representative from Dawlish Arts Festival to speak.

Members asked how the shortfall of funds would be raised for the festival. The representative advised that much of the funding came from advertising and the sale of event tickets, many of which were not bought until the night.

At this juncture, Councillor Wrigley joined the meeting at 7.15 p.m. and the Committee reinstated Standing Orders and it was

Resolved that the application be approved.

Councillor Wrigley took the Chair.

Small Grants

A request from the Dawlish Choral Society for £100 towards the cost of rehearsing and performing plus publicity and recruitment.

Resolved that the application be approved.

Large Grants

(a) Dawlish Warren Tourism – a request for £800 towards the cost of Punch and Judy one day per week for summer holiday period.

The vote was tied, and the Chairman used his casting vote for refusal.

Resolved that the application be refused due to the amount of retained profit still available in addition to £100 left over from a previous grant application.

(b) Dawlish Royal British Legion – a request for £2,500 towards the cost of the Armed Forces Weekend 28-30 June.

Resolved that the application be approved.

(c) Citizens Advice Teignbridge – a request of £7,500 towards maintaining their current service based in Dawlish for the people of Dawlish to meet their ongoing needs.

Members noted that in 2017-18, the CAB advised 541 Dawlish residents who were assisted with 1,788 issues. This had resulted in annual income gains for these residents of £230,805.

Noting the large amount requested, Members, whilst viewing the application favourably, **resolved** to defer consideration of the item to a meeting of the Full Council following a presentation to Members by the Citizen's Advice Bureau.

(d) Friends of Dawlish Station – a request of £2,000 to complement other funding for turning the waiting room into an interactive heritage room.

Whilst viewing the application favourably, Members **resolved** to defer consideration of the item to a meeting of the Town Council following a presentation of further information by Friends of Dawlish Station.

Members additionally requested that the Town Council's grant scheme (criteria etc) be reviewed and brought back to a future meeting of the Finance & General Purposes Committee for discussion.

7 DAWLISH RURAL SKIP HIRE SERVICE FOR 2019-2020

Members considered the proposed dates and a cost from Teignbridge District Council £5,583.98 for continuing the Dawlish Rural Skip Hire Service as follows:

Saturday the 8 June (10am-4pm), Sandy Lane car park

Saturday the 16 November (9:30am-3:30pm), Barton Hill car park

Saturday the 21 March 2020 (10am-4:00pm), Dawlish Warren outer car park

A suggestion was made to have an additional service at the car park in Coronation Avenue for residents of South West Ward. The service provided last year had proved successful. Consideration of this would be added to the next Committee agenda.

Resolved that the Dawlish Rural Skip Hire Service be approved as set out.

8 AUDIT RECOMMENDATION REGARDING AGED DEBTORS

Members considered a report of the Finance Officer detailing aged debtors who could no longer be contacted for payment.

Two accounts from 2017 and 2018 remained as debtors and all attempts made to recover the monies totalling £232.40 for room hire had failed. The internal auditor has been satisfied with the recovery efforts made by the Town Council and recommended they be written off with Member approval.

Resolved that the aged debtors be written off.

9 ASSET AND ALLOTMENT MANAGEMENT SOFTWARE

The Town Clerk advised that the internal auditor had recommended the purchasing of the Asset and Allotment management modules provided by RBS Solutions. The Town Council currently used their Room Bookings and Financial Management software.

The Assets software currently came with a 50% discount on the initial purchase making the sum £312.50 (including first year support for 5 users), and then an annual payment for support and maintenance for 5 users of £165.

If the Allotments Software were to be purchased at the same time, a discount of 25% on the initial purchase could be realised making the first-year cost (including support and maintenance for 5 users) of £689, and then ongoing annual payment for support and maintenance for 5 users of £169.

The Clerk advised that the software all talked to each other – in respect of Assets it would automatically populate the Council’s Annual Governance and Accountability Return (AGAR), and the Allotment Software would populate tenancy agreements, invoices, site inspection reports and be GDPR compliant.

Resolved that the purchase of both software be approved.

10 INVOICES FOR PAYMENT, DIRECT DEBIT AND INCOME (APRIL 2019)

This item was deferred to the next meeting of the Committee.

11 BANK RECONCILIATION (30 APRIL 2019)

This item was deferred to the next meeting of the Committee.

12 FINANCIAL REPORT (APRIL 2019)

This item was deferred to the next meeting of the Committee.

13 ITEMS FROM CIVIC AMENITIES COMMITTEE

There were none.

14 ITEMS FROM EVENTS COMMITTEE

There were none.

15 PRESS RELEASE

Resolved that the Council issue press releases for those Grant Applications approved.

The meeting was closed by the Chairman at 8.11 p.m.

.....
Councillor Martin Wrigley, Chairman