



DAWLISH TOWN COUNCIL

Minutes of a Meeting of the Finance & General Purposes Committee Held at The Manor House, Dawlish on Thursday, 27 June 2019 at 7.00pm

Present:

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

Other Members in attendance:

Councillor Taylor

Officer in attendance

Yola Mitchell – Finance Officer

Members of the public

There were two members of the public who spoke in support of their grant applications.

Public Participation

A representative from the Dawlish and Teignmouth Area Talking Newspaper gave a presentation to members, demonstrating the equipment they wished to purchase more of should their grant request be successful.

A representative from Dawlish Warren Tourism spoke in support of their grant request and answered questions from members.

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.

16 APOLOGIES FOR ABSENCE

An apology was received from Cllr Mawhood as she was attending TALC as the Council's nominated representative.

17 AGREEMENT OF THE AGENDA BETWEEN PARTS I AND II

Parts I and II were agreed.

18 DECLARATIONS OF INTEREST

- Councillor Goodman-Bradbury declared an interest in the Grant Application for the Dawlish and Teignmouth Talking Newspaper so did not take part in the vote

19 DISPENSATIONS

There were none.

20 MINUTES

Members present and voting received the Minutes of the Finance & General Purposes Committee meeting held on 24 May 2019.

RESOLVED that the minutes of the meeting held on 24 May 2019 be signed by the Committee Chairman as a true and accurate record of the meeting.

21 TO CONSIDER GRANT APPLICATIONS RECEIVED

a) Smaller Grants

1. St Mary's Hall Dawlish Warren – Grant request of £250 towards the cost of repairs and redecoration of the outside of the hall.

RESOLVED unanimously that a grant of £250 be approved.

2. The Dawlish and Teignmouth Area Talking Newspaper – Grant request of £200 towards more memory stick players for visually impaired listeners.

RESOLVED by majority to increase and approve the maximum small grant amount of £250 to support the project rather than just the £200 originally requested.

b) Large Grants

1. Dawlish Warren Tourism – Grant request of £1900 towards the cost of the events company and required security to ensure the smooth running of the annual firework display.

RESOLVED unanimously that a grant of £1900 be approved.

22 Grant Application Form Format and Criteria

The Chairman invited members to look at the existing scheme and start to consider how the current grant application process and forms should be updated with a view to making firm recommendations at the next meeting.

Members raised the following points for consideration:

- Format of the forms
- The brackets and limits of the smaller and larger grant scheme
- The frequency grants should be requested/granted within a twelve month period
- Revision of criteria to ensure a detailed breakdown of the project costs and current accounts are included
- Where grants are given annually should they be processed in a different way
- Additional new criteria regarding carbon footprint and safeguarding of vulnerable adults and children

RESOLVED unanimously that members would email suggestions to the clerk prior to the next meeting.

23 PRS /PPL Licences

Members considered the report of the Events, Projects and Tourism Officer detailing revised PRS/PPL Licence charges for the Manor House, Riverside Centre and Events on the Lawn.

Members asked for more detail regarding the increased cost of the Riverside Centre and discussed ways the cost could either be reduced or offset within hire fees as appropriate.

Resolved by majority to accept charges listed for the Lawn and the Manor House but to query the excessive increase listed for the Riverside Centre.

24 UPDATE ON INTERNET BANKING

The Finance Officer advised that internet payments will be set up as soon as confirmation is received that new signatories are registered.

25 MEMBERS ALLOWANCE 2019/20

Members considered the report of the Town Clerk and discussed whether a member allowance scheme should be adopted.

Identifying printing committee paperwork as a key expense the Finance Officer was asked to speak to the Town Clerk regarding office printing.

RESOLVED unanimously not to approve an allowance scheme but instead approve an expenses scheme with a mechanism to reclaim back receipts for unusual expenses.

26 BASELINE FINANCIAL POSITION

Members were provided with the copies of the approved budget and accompanying report for 2019/20 (approved in the January meeting) and the CIL 2018-19 Annual report as a starting point to look at the baseline financial position for the year.

The Finance Officer took councillors through the budget document, highlighting the changes that were made by the last budget sub-committee in terms of streamlining the coding structure.

Members discussed the changes that were made regarding Community Grants and suggested that some specific itemised lines could be reinstated should the grant scheme be updated to incorporate a more structured partnership element.

Members also took the opportunity to look more closely at specific areas such as the Riverside Centre and requested that a report be brought to a future meeting analysing its current financial position.

The Chairman requested more detailed information regarding CIL and Section 106 money including to ensure funds are effectively utilised within specified spend dates.

It was noted that allotments and CCTV will be looked at within specific working groups and that CCTV updates will appear as a standing item on future agendas.

At 9.30pm the Chairman asked members to vote to extend the meeting to allow completion of the agenda.

RESOLVED unanimously to continue the meeting.

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

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

28 BANK RECONCILIATION (30 APRIL AND 31 MAY 2019)

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

29 FINANCIAL REPORT (APRIL AND MAY 2019)

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

30 ITEMS FROM CIVIC AMENITIES COMMITTEE

There were none.

31 ITEMS FROM EVENTS COMMITTEE

There were none.

32 PRESS RELEASE

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

33 Salary and Expenses (June 2019)

(Confidential by virtue of relating to members of staff)

RESOLVED Salaries and Expenses for June 2019 were noted.

The meeting was closed by the Chairman at 9.35 p.m.

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Councillor Martin Wrigley, Chairman.