



DAWLISH TOWN COUNCIL

Minutes of a Meeting of the Finance & General Purposes Committee Held at The Manor House, Dawlish on Thursday, 25th July 2019 at 7.00pm

Present:

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

Officer in attendance

Angie Weatherhead – Events, Projects and Tourism Officer

Members of the public

There was one member of the public in attendance.

Public Participation

None.

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.

34 APOLOGIES FOR ABSENCE

An apology was received from Councillor Lin Goodman-Bradbury.

35 AGREEMENT OF THE AGENDA BETWEEN PARTS I AND II

Parts I and II were agreed.

36 DECLARATIONS OF INTEREST

- Councillors L and J Petherick declared an interest in the small grant application from Home Instead Senior Care so abstained from the vote.

37 DISPENSATIONS

Councillors Foden, Tamlyn, Lowther and Wrigley had made dispensation requests to speak and vote regarding the large grant application from Roots for the period of one day 25th July 2019.

Councillor Lowther proposed the four dispensations were accepted. This was seconded by Councillor James.

RESOLVED unanimously that the dispensations were accepted.

38 MINUTES

Members present and voting received the Minutes of the Finance & General Purposes Committee meeting held on 27 June 2019.

RESOLVED that the minutes of the meeting held on 27 June 2019 be signed by the Committee Chairman as a true and accurate record of the meeting.

39 TO CONSIDER GRANT APPLICATIONS RECEIVED

- a) Smaller Grants
Home Instead Senior Care – Grant request of £250 towards the cost of a Dementia Awareness Day.

RESOLVED with two abstentions that the respective roles of the Town Council, Mayoral Function and Home Instead Senior Care in the event be clarified, before the application was submitted for consideration to the next meeting on the Town Council on 4th September 2019.

- b) Large Grants
Roots Community Enhancement CIC – Grant request of £800 towards the cost of running the project for approximately two months.

The Chairman read the Town Clerk's advice to the meeting on the application. Discussion took place on the application.

RESOLVED by majority, with one vote against and one abstention that the application be refused.

40 Grant Application Form Format and Criteria

The following changes were suggested to large and small grant forms:

- Large grants should be listed as £250 to £2000.
- Small grants should be listed as £0 to £250.
- Categories on large grants to be removed A, B, C and be replaced by outcomes in the guidance notes.
- Projected income and expenditure with a breakdown of project costs.
- Information should be relevant to each type of grant form – small grant information list only small grant criteria on the form.

- Match funding section to be included – what other grants have been given for the same projects or have been refused.
- Copy of accounts required for large grant applications.
- Remove references in forms to Deputy Town Clerk.
- Include section for whether the applicants have social media/website presence and what they are.
- Include section explaining how they will publicise the Dawlish Town Council grant and for it to be mandatory to supply their press releases about the grant to the Council.
- End of grant form to be created accounting for funds - how funds were spent with the return of unused funds. Form to include a return by date.
- To add:
 - Dawlish Town Council will not normally support applications for the payment of salaries.
 - Dawlish Town Council will not normally consider more than one grant per organisation per year.
 - Dawlish Town Council will not normally consider grants for commercial projects
 - Dawlish Town Council would not normally consider annual ongoing support.
- New projects should have a sustainability plan.
- There should be an expanded section on each forms to say how the grant/organisation will interact with vulnerable adults or children and to state their safeguarding policy.

RESOLVED unanimously to make the changes to the grant forms as listed and for the revised forms to be circulated before the next meeting for approval at the September meeting.

41 PRS /PPL Licences

The Projects, Events and Tourism Officer reported that discussions are ongoing with the Council's Account Manager at the PPL PRS Ltd. A revised quotation would be presented to the September meeting of the Town Council for consideration.

RESOLVED unanimously to accept the update with thanks to the officer for their work.

42 CCTV

A quotation for a system was presented to the meeting.

RESOLVED unanimously to refer the quotation to the CCTV working group and a date and time for the next meeting of the group to be arranged by the Town Clerk.

43 SECTION 106 / CIL

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

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

Items related to invoices, bank reconciliation (Item 45) and financial report (Item 46) should be as agenda items after grant applications on future meetings.

The Finance Officer was requested to:

- Consider whether the information can be presented in an easier format and files sent on email be in the same order as presented at the meeting to avoid confusion.
- Clarification on whether there was a legal duty for F and GP to review employee salaries, and was requested to provide confirmation on whether they needed to be seen by F & GP from an audit perspective.
- Clarifications on the following entries:
 - April Cash Book 1 page 2 – 24/04/2019 Pinder Fashions donation whether this had been included in the donations made by the past Mayor.
 - April Cash Book 2 page 2 - Clarification of the reference to Nat West Onecard entry.
 - April Cash Book 5 page 2 – What the replacement crockery was for and details of the exact waterfowl purchased.

At 9pm the Chairman asked members to vote to extend the meeting to allow completion of the agenda.

RESOLVED unanimously to continue the meeting.

RESOLVED unanimously to consider and approve the reports: Invoices paid to date, Direct Debits and Income (April, May and June 2019) with the above clarifications. Finance Officer to present a report for consideration at the next meeting with a view to having a single bank account.

45 BANK RECONCILIATION (30 APRIL, 31 MAY and 30 JUNE 2019)

The Chairman proposed this was deferred to an extra-ordinary meeting in August.

RESOLVED unanimously to arrange an extra-ordinary meeting in August for consideration of this item.

46 FINANCIAL REPORT (APRIL – JUNE 2019)

The Chairman proposed this was deferred to an extra-ordinary meeting in August.

RESOLVED unanimously to arrange an extra-ordinary meeting in August for consideration of this item.

47 ITEMS FROM CIVIC AMENITIES COMMITTEE

There were none.

48 ITEMS FROM EVENTS COMMITTEE

There were none.

49 PRESS RELEASE

There were none.

The meeting was closed by the Chairman at 9.15 p.m.

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Councillor Martin Wrigley, Chairman.