

FINANCE & GENERAL PURPOSES COMMITTEE

21 November 2019

Dear Councillor

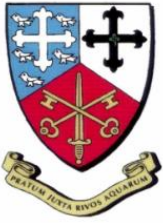
NOTICE IS HEREBY GIVEN that an additional Meeting of the **Finance & General Purposes Committee** at which your attendance is summoned, will be held at **The Manor House, Old Town Street, Dawlish, EX7 9AP** on **Thursday, 28 November 2019** at **7PM** to transact the business specified in the Agenda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

Yola Mitchell
Finance Officer

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

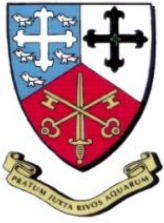
Councillors Wrigley (Chairman), J Petherick (Vice Chairman), Goodman-Bradbury, James, M Lowther, T Lowther, L Petherick and Tamlyn

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.*

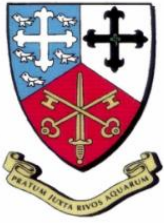


AG E N D A

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 24 October 2019.
6. **Grant Applications** – to consider the following Larger Grant applications received. (Attached/to follow).
 - a) Assist Teignbridge – Large Grant request of £5000 toward the recruitment and training of volunteers to provide support to people over the age of 65 years, through the services of their community support scheme.
 - b) Dawlish Community Transport – Large Grant request of £5000 towards the upkeep of vehicles and provision of a quality community transport service.
 - c) Westcliff Primary PTA – Small Grant request of £174 towards providing a book for every child in the school for Christmas.
7. **Invoices for Payment, Direct Debits and Income** – to receive, consider and approve the following report: Invoices paid, Direct Debits paid, and Income received for October 2019. (Report attached).
8. **Bank Reconciliation** – to approve the bank reconciliation at 30 October 2019. (Report attached).
9. **Financial Report** – to receive and approve the quarterly budget comparison report at 30 September 2019. (Report attached).



10. **Office Photocopier/Printer/Scanner** – to consider revised quotes. (Quotes to follow).
11. **Draft Financial Regulations 2019** - to note the draft updated Financial Regulations 2019 as provided by the National Association of Local Councils (NALC) which takes account of legislative changes and recommend to Full Council for adoption. (Report attached).
12. **Bank Reconciliation Signatory** – to appoint a member to sign off bank reconciliations for the council in accordance with 2.2 of the Financial Regulations.

'2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council's Finance & General Purposes Committee.'

13. **Budget Sub-Committee** – to appoint an additional member of the Finance & General Purposes Committee to the Budget Sub Committee.
14. **Items from Events Committee**
Events Guide 2020 – to consider a funding request for the production of the town centre events guide for 2020 (subject to Events Committee decision on 26 November 2019).
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.

16. **Larger Grant** - to consider a larger grant application. (Attached).