

**DARTMOUTH TOWN COUNCIL**  
**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD IN THE COUNCIL CHAMBER**  
**OF DARTMOUTH GUILDHALL ON TUESDAY 18<sup>TH</sup> SEPTEMBER 2018**

**PRESENT:** Cllrs: G Coles; A Fyson (Vice Chairman); D Gent; F Hawke; F Pritchard-Tagg (Chairman and Deputy Mayor).

**IN ATTENDANCE:** Town Clerk: C Pritchard-Williams; Finance Officer: A McGrigor; Charley Adams: Dartmouth Chronicle.

**13. APOLOGIES FOR ABSENCE**

Cllrs: R Lyon (The Mayor); R Springett.

**14. DECLARATIONS OF INTEREST.**

Cllr Gent declared an interest in Friends of St Clements Church.

Cllr Gent also reported that he had been given three bottles of wine as a gift.

**15. GRANT APPLICATIONS**

Cllr Pritchard-Tagg declared an interest in the TCP grant application

**Community Chest** - £500 for car insurance and breakdown cover.

It was reported that Community Chest had also put in a grant request for an amount with Dartmouth United Charities and Cllr Gent said he would be interested in hearing how successful their application was. Cllr Gent also said that their accounting was inadequate and would like to see more recent financial information. Cllr Hawke said he felt we had grounds to defer it, happy to approve it in principle subject to the office talking to the Community Chest about the actual costs of insurance and breakdown cover.

**Proposed:** Cllr Gent

**Seconded:** Cllr Coles

**Resolution:** To defer this grant and ask for further paperwork for the insurance and breakdown cover, and to ask for more recent financial information which would include donations.

All Cllrs in favour.

**Friends of the Community Orchard** - £90 for public liability insurance

There was a brief discussion about this application.

**Proposed:** Cllr Hawke

**Seconded:** Cllr Gent

**Resolution:** To approve this grant application for £90

All Cllrs were in favour

**Townstal Community Partnership - £3,000**

Cllr Gent said that he had attended these meetings in the Flavel church and the attendance was minimum. The Chairman said they were currently undergoing a re-branding exercise.

Cllr Hawke said that whilst supporting the aims of the Townstal Community Partnership, perhaps they were a little premature and they could come back to the Council once they were more established.

**Proposed:** Hawke

**Seconded:** Gent

**Resolution:** To defer this grant until the Townstal Community Partnerships were more established and to ask them to resubmit an application.

All Cllrs were in favour

### **Mayflower 400 - £10,000**

The Chairman said that the Finance Officer and himself had spent a lot of time on this grant application. In late 2016 / early 2017 the Council agreed to support the Mayflower 400 up to £40,000 over 4 years and although this was previously agreed no provision was set in the Council's 2018-2019 budget.

Cllr Gent asked about the trail and what it involved.

The chairman passed around a letter that was written to the Mayflower 400 chairman which supports them in principle and allows for match funding. It is for up to £16,200 or 30% of their bid application and dependent on the heritage lottery funding application being successful, with a ceiling of £40,000 in total.

The Chairman noted that the £11,000 previously claimed is not included in this £40,000

It was also asked if this £10,000 could be returned if they were successful obtaining the £43,000 from the heritage lottery funding.

Cllr Fyson asked if the Mayor was happy with this agreement considering the original letter that he wrote with the previous Town Clerk, Cllr Hawke read out a part of this letter and it was agreed to discuss this with the Mayor.

**Proposed:** Cllr Pritchard-Tagg

**Seconded:** Cllr Gent

**Resolution:** To approve this grant application to the Mayflower 400 for £10,000 to allow for match funding and if they receive the £43,200 that they return the £10,000.

Also to invite them in to present at the next Finance committee meeting in October.

### **Friends of St Clement's Churchyard - £400**

The Chairman read out the grant application and accompanying letter.

**Proposed:** Cllr Hawke

**Seconded:** Gent

**Resolution:** To approve this grant application for £400.

All Cllrs were in favour

### **Classic Channel Regatta - £200**

**Proposed:** Cllr Hawke

**Seconded:** Cllr Gent

**Resolution:** To approve this grant application for £200

All Cllrs in favour

### **Dartmouth & Areas Healthcare Group - £200**

The Finance Officer said that this was £200 towards the total amount of £500 to help set up the website.

**Proposal:** Cllr Cole

**Seconded:** Cllr Gent

**Resolution:** to approve this grant application for £200

All Cllrs in favour

## **16. GRANT APPLICATION & FEEDBACK FORMS MODIFICATIONS**

Finance Officer proposing some changes to the current grant application and feedback forms and circulated examples.

She explained that on the grant application it would be beneficial to add an office use only section at the bottom for our records which would include a deferment box with a reference number to stop the applicant having to reapply.

Coles agreed with the defer box and perhaps to add in which budget it is to come out, the current year or the future year.

Cllr Gent asked about the feedback form and when it was sent out, FO said it was sent out with the cheque. Gent suggested some minor text changes.

**Proposed:** Cllr Gent

**Seconded:** Cllr Cole

**Resolution:** to accept the proposed changes to the grant application and the feedback form.

All Cllrs were in favour.

## **17. REVIEW OF ONLINE BANKING ACCESS**

Finance Officer said that she wanted to check that all signatories were able to log into online banking and that Cllrs were welcome to come into the office to do this.

Cllr Fyson asked if a step by step walk through could be written to help Councillors who don't do it regularly and it was agreed that this can be written.

## **18. CHRISTMAS LIGHTS**

Deferred until the next meeting.

## **19. REPORT ON INCOME AND EXPENDITURE UP UNTIL 31<sup>ST</sup> JULY 2018**

It was agreed that this could be removed from this agenda because it is already discussed at the full council meeting.

## **20. MATTERS OF URGENT REPORT**

There were none.

## **21. EXCLUSION OF PRESS AND PUBLIC**

**Proposed:** Cllr Gent

**Seconded:** Cllr Hawke

**Resolved** - That in view of the confidential nature of business about to be transacted, it was in the public interest that the press and public be excluded and that they be instructed to withdraw.

## **22. AGED DEBTORS REPORT**

A copy of the aged debtors report from today was circulated to committee members around the table and the Finance Officer explained each of the items on the report.

## **23. DEBT COLLECTION OF PREVIOUS TENANT IN THE OLD MARKET**

This item was covered in the above item.

## **24. DINGHY PARK PRICES**

Both Dinghy Park and Boatfloat prices were circulated around the table and there was a discussion about bringing these into line with each other.

Cllrs agreed on the following items:

- To remove the seasonal permits from the dinghy park and make them all annual.
- To bring in a non-residents tariff
- To continue to allow clubs a 20% discount but that some proof should be submitted (Rules of the club / constitution and / or accounts)
- The rents for the dinghy park will remain as they are and to increase the rents for the boatfloat charges gradually to bring them in line with the dinghy park. This rent increase schedule to be worked out by the Clerk, Chair of Finance and the Finance Officer.

**Proposed:** Cllr Gent

**Seconded:** Cllr Cole

**Resolution:** To accept the above changes.

All Cllrs voted to come out of committee and the meeting finished at 19.37