

**DARTMOUTH TOWN COUNCIL**  
**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD IN THE COUNCIL CHAMBER**  
**OF DARTMOUTH GUILDHALL ON TUESDAY 9<sup>TH</sup> JANUARY 2019**

**PRESENT:** Cllrs: G Coles; D Gent; R Lyon (Mayor); F Pritchard-Tagg (Chairman and Deputy Mayor); R Springett.

**IN ATTENDANCE:** Town Clerk: C Pritchard-Williams; Finance Officer: A McGrigor; Cllr H Bastone; Dartmouth Visitor Centre: K Perrow

**PART 1 - Open to the Public.**

**52. APOLOGIES FOR ABSENCE**

Cllrs: Hawke; Fyson.

**53. DECLARATIONS OF INTEREST**

The Mayor declared an interest in agenda item 3, Correspondence, Mayflower 400 request for further funding.

**54. CORRESPONDENCE**

Mayflower request for further funding

The Chairman explained we had received correspondence requesting further funding. In a recent meeting between the Chairman, the Finance Officer and representatives from the Mayflower 400, £16,000 had been agreed would be made available from the original £40,000 that was promised to them in 2017.

**Proposed:** Cllr Springett

**Seconded:** Cllr Gent

**Resolution:** Cllr Springett proposed to make the remainder of the £40,000 that was promised to them in 2017 available within next financial years budget, the Chairman believed this was around £16,000.

The Chairman said a meeting would be arranged with them.

Five councillors were in favour.

The Mayor abstained from voting

**55. GRANTS FOR FINANCIAL YEAR 2019-2020**

**a) SPONSORSHIP OF REGATTA - £5,000**

Cllr Lyon spoke about the need to charge for all our assets as well as to keep our cost centres accurate, however we should also support the Regatta who do an excellent job in the town.

**Proposed:** Cllr Lyon

**Seconded:** Cllr Springett

**Resolution:** To give the Regatta a £5,000 grant and become an official sponsor.

**b) CAB - £150 to £300**

The Finance Officer explained that this figure was incorrect, this grant application letter usually goes out to Parish Councils.

The grant application is to go towards their clinics in Dartmouth, which provides advice to the people of Dartmouth.

The CAB would like to ask for £1,750, which is what they have asked for in previous years, and they have sent a letter explaining this mistake.

**Proposed:** Cllr Gent

**Seconded:** Cllr Lyon

**Resolved:** To award the grant of £1,750 to the CAB.

**c) DARTMOUTH PRE-SCHOOL £450**

The finance officer explained that the pre-school hadn't managed to submit the application form in time for this meeting, but they had asked if the letter could be read out and considered.

The application is to pay for a teacher to provide yoga for toddlers for a term.

**Proposed:** Cllr Gent

**Seconded:** Cllr Springett

**Resolution:** To award this grant application once the application form has been received.

**d) SOUTH COAST ROWING CHAMPIONSHIPS - £5,000**

This request was originally discussed at the October Finance committee meeting however the new grant forms were being discussed later on at the same meeting. Councillors agreed and voted to give a grant for £5,000 out of the next financial year, subject to all grant forms being received before this January meeting.

All paperwork had now been received and it was again discussed by all Cllrs at the meeting to approve this grant for £5,000 and to also host and finance a Civic reception for the South Coast Rowing Championships.

Cllr Lyon (Mayor) said that it was important to ensure that our assets generated an income and that he understood that the grant would cover the hire of Coronation Park and the Guildhall.

**Proposed:** Cllr Springett

**Seconded:** Cllr Gent

**Resolved:** To approve this grant for £5,000 and to also host and finance a Civic reception for the South Coast Rowing Championships

**56. FINAL BUDGET UPDATE 2019-2020**

The Chairman said that this was the final draft budget.

The Finance Officer explained that this draft budget had been updated with all the recent suggestions, and she explained a few changes.

In particular the grants budget would not come out of s137 heading and it would be a standalone grants budget, s137 would remain and be used in the way that it was intended which is as a power of last resort.

Cllr Springett asked that the money be allocated for the 75<sup>th</sup> D-Day anniversary celebrations.

The Chairman spoke about the staffing proposal which had been discussed at the October Finance Committee meeting as well as discussed informally between Cllr Thomson, Cllr Pritchard-Tagg; Cllr Lyon and Cllr Springett, it will also be discussed again at the Personnel Committee meeting later on this month.

He said that the full amount had been put into the budget.

**Proposed:** Cllr Gent

**Seconded:** Cllr Springett

**Resolved:** That we proceed with the full increase for staffing.

All Cllrs present were in favour.

Cllr Springett asked if the details could be discussed within the confidential section of the meeting, and the Chairman agreed.

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

**Proposed:** Cllr Gent

**Seconded:** Cllr Springett

**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.

### **PART 2 – Confidential**

#### **58. AGED DEBTORS REPORT AS AT 31<sup>st</sup> DECEMBER 2018**

Finance Officer said that there were a few outstanding debts that she was dealing with and talked the Cllrs through any debts that were outstanding.

**Proposed:** Cllr Springett

**Seconded:** Cllr Gent

**Resolved:** Cllr Springett proposed to write off a debt for a party in Ivy Lane and to ask for this payment to be done upfront in future.

One tenant pays via standing order and her rent has increased, but she cannot amend her standing order, so she always had a shortfall, the Finance Officer said that she may need to download a bit of additional software from NatWest that links in with WorldPay (debit card machine) this would allow for the Town Council to take payments from a debit card.

Cllr Springett said that the office should go ahead and get this software.

The Finance Officer was asked if she had written to the studio tenants and she said that it was on her list and would be actioned before the next Finance meeting.

#### **59. CCTV IN THE BUDGET (moved into the confidential section)**

Cllr Springett said that new information had come forth about the potential costs for CCTV. Cllr Springett explained the amount that would need to be put in the budget for CCTV and that there are grants available to cover some of this cost from the Police & Crime Commissioner.

**Proposed:** Cllr Pritchard-Tagg

**Seconded:** Cllr Springett

**Resolved:** To put the full amount minus VAT into the budget.

**60. DARTMOUTH VISITOR CENTRE – FINANCIAL UPDATE**

The confidential forecast finances for the Visitor Centre were circulated to all Councillors and noted.

A meeting would be arranged shortly between the Mayor, the Chairman of Finance and Dartmouth Visitor Centre representatives to discuss the relationship moving forward.

**EXCLUDE THE PRESS AND PUBLIC**

**Note:** If it is necessary for matters to be considered in confidence it will be proposed by the Chairman that a resolution be passed under the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended, excluding the press and public.

*The meeting finished at 6.50pm.*