

Present

*Councillor R E Chilcott – Chairman

*Cllr R M Lyon (Town Mayor)
*Cllr R W I Cooke (Deputy Mayor)
*Cllr D J Cawley
*Cllr A J C Fyson
#Cllr D M Gent
*Cllr F J Hawke
#Cllr R Springett

*Denotes attendance

#Denotes apology for absence

Also in attendance 1 member of the public

1. **DECLARATIONS OF INTEREST**

Councillor Hawke declared an interest in Item 2 (c).

2. **CORRESPONDENCE**

- a) Letter from South Hams District Council re Dartmouth & District Indoor Swimming Pool – Business Plan.

Proposed: Cllr Hawke

Seconded: Cllr Fyson

Recommended: That we await a decision from the District Council regarding further actions. following acceptance of the Business Plan.

Members considered grant applications from:-

- b) Application for a small grant (£200) from Dartmouth and District Food Bank

An application for a grant of £200 has been received from the Dartmouth & District Food Bank for the purchase of equipment.

Proposed: Cllr Hawke

Seconded: Cllr Cawley

Recommended: That the application for a small grant of £200 be approved for the purchase of equipment.

Recommended: That the costs of gas and electricity be closely monitored to ensure that rent charged to the Food Bank at Ivy Lane is based on the activities undertaken.

Cllr Hawke declared a prejudicial interest in the following item

b) Application for a small grant (£200) from Townstal Community Hall

An application for a grant of £200 has been received from the Townstal Community Hall towards redecoration of the hall.

Proposed: Cllr Cawley

Seconded: Cllr Cooke

Recommended: That a grant of £200 be made to the Townstal Community Hall for the decoration of the hall.

3. SUMMARY OF INCOME AND EXPENDITURE TO 31st DECEMBER 2014 - Circulated

The amendments required to the Income & Expenditure will be carried out prior to the April Finance Committee Meeting.

Proposed: Cllr Cawley

Seconded: Cllr Hawke

Recommended: An update on the Debtors List be put on the Agenda of all Finance Committee Meetings.

4. ANNUAL REVIEW OF THE TOWN COUNCIL FINANCIAL REGULATIONS

Amendments:

- **Page 2 – no amendments.**
- **Page 3 – Items 3 & 4 be included in the relevant sections.**
- **Page 4 – no amendments.**
- **Page 5 – Item 1.10 be amended to “The Clerk to the Council will maintain”.**
- **Page 6 – Item 2.3 should be amended to “The Clerk to the Council”.**
- **Page 7 – no amendments**
- **Page 8 – Item 4.4 (ii) should be amended to “The control of cheques and electronic payments.**

- **Page 9 – Item 5.2 be amended to “The Clerk to the Council monitors invoices against work requested.
Key Points 2 & 3 on page 3 be added to 5. Orders for Work, Goods and Services.
Page 10 – no amendments.**
- **Page 11 – Item 7.4 should read “retained by the Clerk to the Council”.**
- **Page 12 – no amendments**
- **Page 13 – no amendments**
- **Page 14 – Item 10.1. should be amended to “cash, etc, under the Clerk to the Council’s Control”.**
- **Page 15 – no amendments,**
- **Page 16 – no amendments.**
- **Page 17 – Item 12.3 should be amended to “tests as the Clerk to the Council deems reasonable and necessary”.**
Page 17 – Item 12.4 should be amended to read “equipment under the Clerk to the Council’s Control”.
- **Page 18 – no amendments.**
- **Page 19 – no amendments.**
- **Page 20 – Item 15.2 should be amended to read “ within 5 workind days of the work having been done/goods supplied or services rendered where possible”.**
Page 20 – Item 15.3 should be amended to read “issued by the Clerk to the Council”.
Page 20 – Item 15.5 – should be amended to read “this connection as the Clerk to the Council may decide”.
- **Page 21 – no amendments**
- **All Key Points be included in their relevant sections.**
- **The Debtors Policy be included as a separate section.**

Proposed: Cllr Cawley

Seconded: Cllr Hawke

Recommended: That the amendments listed above be incorporated into the Financial Regulations where this does not incur any changes to Standing Orders.

Recommended: That the Review of the Financial Regulations be undertaken with the review of Standing Orders by the Finance Committee and taken to the appropriate meeting of the Full Council.

Recommended: That a Document Control be put in place to record changes/amendments to Finance Regulations/Standing Orders.

5. OMEGA FINANCE TRAINING

Training on the Omega Finance System to be booked to cover individual staff requirements.

6. UPDATE ON ELECTRONIC BANKING

The Clerk be requested to seek further clarification on the £20,000 limit which Bankline Lite allows and further information be sought regarding costs for Bankline with unlimited payment levels.