

DARTMOUTH TOWN COUNCIL
MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD IN THE
COUNCIL CHAMBER OF DARTMOUTH GUILDHALL ON MONDAY 10TH
OCTOBER 2017

PRESENT: Cllrs.: P F Allen (Chairman); R W I Cooke (Mayor);
A J C Fyson (Deputy Mayor); D M Gent; R M Lyon;
F R Pritchard-Tagg (Vice Chairman).

IN ATTENDANCE: Town Clerk: C Pritchard-Williams; Finance Officer: A
McGrigor; Cllr S Thomson; Cllr B Harriss; G Coles & Karen
Perrow & Jane Robinson from the Dartmouth Visitor Centre

1 APOLOGIES FOR ABSENCE

Cllrs: F J Hawke; D R Kelland; R Springett.

2 DECLARATIONS OF INTEREST.

There were none

3 MATTERS ARISING FROM MEETING OF 11TH JULY

a. Policy document for Council owned properties

Cllr Pritchard-Tagg reported that this item had come up because of rent reviews; he had consulted with Cllr Gent and Cllr Fyson about the practicalities of creating a generic policy document and had come to the conclusion that it would be impractical to produce one to cover all Town Council properties due the diversity of all the council's properties.

A general discussion took place with regards to rent reviews, and the general consensus was that the council should look at each case individually.

b. Review of internal auditor report

Cllr F Pritchard-Tagg reported that he had read the Council's Financial Regulations document in full and concluded that the Council was adequately covered.

Cllr Pritchard-Tagg made a proposal to add into the Financial Regulations document one additional line "in accordance with the public contract regulations 2015."

Proposed by Cllr R Lyon

Seconded by Cllr D Gent

All were in favour of this motion.

4 UPDATE ON EXPENDITURE FOR GUILDHALL REFURBISHMENTS

The refurbishment finance report was presented and it was agreed that the refurbishments are currently on budget and schedule.

5 OVERVIEW OF BUDGET / EXPENDITURE TO 31.09.17

A copy of a summary of income and expenditure to 30th |September 2017 was circulated. The Finance Officer answered any questions on budget and expenditure for a number of items.

It was agreed that the council are currently on budget.

6 PREPARATION FOR 2018/2019 BUDGET DISCUSSION

The Chairman asked for any specific requests for the 2018/19 budget.

Cllr Cooke (The Mayor) brought up a question about the swimming pool and it was asked if the Finance Officer to clarify our commitment to this.

Cllr Lyon asked if our commitment had changed since Fusion took over the running of the swimming pool.

The Chairman asked the Finance Officer to summarize the Guildhall Refurbishments for the next meeting.

Cllr Fyson asked to see a financial report on the accounts from the Dartmouth Visitor Center (DVC).

Jane, the treasurer for the DVC said that she would produce a copy of the end of year accounts in August 2017 which is now at the auditors.

Cllr Lyon said that we need to wait to see their end of year accounts and then plan how to move forward.

A discussion then took place as to how sustainable the DVC is and Karen Perrow the manager of the DVC, pointed out that they are there to provide a service, not to make a profit.

7 SPECIFIC REQUESTS FOR VARIANCES OR INCREASES IN 2017/18 BUDGET:

c. Christmas trees

It was agreed to increase this to £2400 which will then cover the cost of buying real trees for Royal Avenue Gardens and Townstal, and to decorate the four fake trees previously bought in memory of Cllr Roger Chilcott.

d. Additional hours for Marketing Consultant

It was agreed to allocate £1,000 / 40 hours to the marketing consultant.

e. Website improvement costs

A discussion took place about the website improvements which are in hand.

f. New part time evening Caretaker/Handyman

It was agreed that 15 hours a week at SCP 15 needs to go into the budget.

8 SPECIFIC REQUESTS FROM ELECTED MEMBERS FOR ITEMS TO BE INCLUDED IN 2018/19 BUDGET

Cllr Fyson talked about the pyramid greenhouse needing money. Cllr Allen responded that it was up to the applicant to apply for grants.

The Finance Officer confirmed that large grants were for up to £2500 and small grants are for up to £250. Cllr Allen suggested the S106 money as a possibility.

9 SPECIFIC GUILDHALL MARKETING STORYBOARDS

Cllr Thomson has done extensive research on the history of the five Guildhall buildings which existed previous to the current Guildhall in Victoria Road. She would like to create large storyboards and display them in the Clifton Room.

Cllr Lyon said that this was a good idea because it would be educational and show people the past.

Cllr Allen said that a specification document would be required.

Cllr Cooke said that the museums' had been very successful and were very good.

Cllr Gent proposed a trail of them.

There was a proposal to support the creation of these four boards.

All Councillors were in favour.

10 GRANT APPLICATION – DOMESTIC SEXUAL VIOLENT AND ABUSE FORUM

A grant has been received from SPLITZ to ask for a small grant to support the creation of one forum in Dartmouth. The forum is to identify risks of domestic abuse and support in Dartmouth.

Proposal to support the creation of a forum for SPLITZ following the Clerk gaining further information about the charity and what the forum will be for.

Proposed: Cllr R Cooke

Seconded: Cllr T Fyson

11 MATTERS OF URGENT REPORT

The Chairman, Cllr Allen spoke about the plumbing in the museum and that there is currently work taking place to fix a blockage.

Cllr Gent spoke about a request to extend the oar store on Coronation Park, he will find out some information on this.

The Chairman announced that the Clerk and the Administrator are currently enrolled for CiLCA with the SLCC, a discussion took place on the importance to invest in the staff.

12 EXCLUSION OF PRESS AND PUBLIC

Proposed - Cllr R Cooke

Seconded - Cllr D Gent

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.

13 AGED DEBTORS REPORT

A copy of the aged debtors report as at 30th September 2017 was circulated. The Finance Officer presented the report and answered any questions from Councillors.

14 DATE OF NEXT MEETING IS 7TH NOVEMBER 2017 (BUDGET SETTING)