

**DARTMOUTH TOWN COUNCIL**  
**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD IN THE**  
**COUNCIL CHAMBER OF DARTMOUTH GUILDHALL ON TUESDAY 27TH**  
**FEBRUARY 2018**

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

**IN ATTENDANCE:** Town Clerk: C Pritchard-Williams; Finance Officer: A McGrigor;  
Cllrs: G Coles; John Light.

**1. APOLOGIES FOR ABSENCE**

Cllrs: F J Hawke; R Springett.

**2. DECLARATIONS OF INTEREST.**

There were none

**3. GRANT APPLICATIONS**

**Dartmouth Community Boat Shed** - A grant application for £3,000 was submitted to help with legal fees which would allow the Dartmouth Community Boat Shed to have charity status.

The Councillors discussed and analysed this grant application, and it was understood that a meeting would take place this week with the Regatta Committee which could change the outcome. Councillors also asked if a second quote had been obtained from another solicitor as the price seemed expensive.

**Proposal:** To support this grant application in principle following on from the meeting with the Regatta and obtaining an additional quote from a second solicitor.

**Proposed:** Cllr D Gent

**Seconded:** Cllr T Fyson

All Councillors approved

**Dartmouth Visitor Centre** - A grant application for £500 was submitted to start off a new group which would welcome visitors from cruise ships during the summer months.

The Councillors analysed this grant application and discussed the following issues:

- A question was asked if the Chamber of Commerce could support this group as well.
- A question was asked if the volunteers could try to encourage the visitors off the cruise ships to visit the Guildhall.

**Proposal:** To support this grant application and to ask if the volunteers could encourage the visitors from the cruise ships to visit the Guildhall.

**Proposed:** Cllr R Lyon

**Seconded:** Cllr D Kelland

All Councillors approved

#### **4. INCOME & EXPENDITURE**

A copy of the Income & Expenditure report for the last 6 months to 31st January 2018 had been circulated. The Finance Officer explained differences between the budget and expenditure for members on a number of items.

#### **5. MATTERS OF URGENT REPORT**

A letter had been received from the Citizens Advice Bureau thanking the council for the recent grant which was awarded to them, this letter was read out by the clerk and all Councillors agreed this was a lovely gesture.

#### **6. 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.

#### **7. AGED DEBTORS REPORT AS AT 30TH OCTOBER 2017**

A copy of the aged debtors report as at 31st January 2018 had been circulated. The Finance Officer explained each of the items on the aged debtors report for members. It was agreed that the Clerk and the Finance Officer would write letters to one current tenant and one previous tenant from the market to start discussions on a payment plan in order to clear their debt.

All Councillors were in favour of this.

Cllr Cooke reported that a market unit window was recently broken and the culprit badly hurt himself on the broken glass. The police and ambulance were called, the culprit admitted responsibility and agreed to pay for all the damages

It was agreed to move the issue of this tenants lease to Corporate Property to discuss the issue of the window.

#### **8. COUNCIL DEBIT CARD**

A discussion took place with regards to the council having a debit card, the Clerk explained that a number of business that the council already use, do not accept cheques and other businesses are proposing to stop accepting cheques.

Up until now the council staff have used their own personal credit cards but this is inappropriate and should not happen.

The council accepted that Dartmouth Town Council needs a debit card and also agreed for the council staff to initiate this, Cllr Gent also spoke about how the financial regulations needed updating and this could be part of the update.

The Finance Officer showed example text from the financial regulations of local neighbouring councils and the Chairman asked the Clerk and the Finance Officer to draft changes to our Financial Regulations.

**Resolution:** To agree obtaining a Council Debit Card.

**Proposed:** Cllr R Lyon

**Seconded:** Cllr D Gent

The following text to be added into the Financial Regulations:

#### **INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and use of the card shall be used for online, wholesale or telephone purchases. Any Debit Card will be restricted to a single transaction maximum value of £1,000 unless authorised by Council or finance committee in writing before any order is placed. Invoices form all card purchases must be signed retrospectively by two members.

Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end.

Personal credit or debit cards of members or staff shall not be used under any circumstances.

#### **9. CLOUD BASED EMAIL AND DATA STORAGE SOLUTIONS**

Cllr Pritchard-Tagg explained the current IT. situation in the office and the need to move to a cloud based system. This solution would be a move towards ensuring the Council is compliant with the General Data Protection Regulations (GDPR) which comes into effect in May 2018.

The Councillors were presented with three quotes and the Clerk explained the difference between what the three companies could offer.

It was thought that this was a very good idea and the Council agreed that quote no 2 was the best option.

**Proposal:** For the Council to go ahead and accept quote no 2 to provide cloud based email and data storage solutions to Dartmouth Town Council.

**Proposed:** Cllr D Gent

**Seconded:** Cllr R Cooke

All Councillors approved

All Councillors voted to come out of committee and the meeting finished at 20.00