

DARTMOUTH TOWN COUNCIL
MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD IN THE COUNCIL CHAMBER
OF DARTMOUTH GUILDHALL ON TUESDAY 12TH JUNE 2018

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

IN ATTENDANCE: Town Clerk: C Pritchard-Williams; Finance Officer: A McGrigor; Cllr R Cooke.

1. APOLOGIES FOR ABSENCE

Cllrs: B Harriss; R Springett; S Thomson.

The Chairman explained that Cllr Harriss had given apologies but had also resigned from this meeting due to being on a number of additional meetings.

2. APPOINTMENT OF VICE CHAIRMAN

The Chairman asked for nominations for Vice Chairman.

Proposed: Cllr R Lyon

Seconded: Cllr D Gent

Resolved: That Cllr A Fyson be elected Vice-Chairman of the Finance Committee for the ensuing year.

All Cllrs were in favour

3. DECLARATIONS OF INTEREST.

Cllr Coles declared an interest in item no 4, Grant Application as a director of the Dartmouth Visitor Centre.

4. GRANT APPLICATIONS

- Grant for Dartmouth Visitor Centre

The Chairman explained that we had received an application for £500 from the Dartmouth Visitor Centre which was to go towards the architect's fee for designing an extension to the Visitor Centre.

All Cllrs discussed this application and the committee recommended to approve this application.

Cllr Hawke arrived at 18.05

Proposed: Cllr Lyon

Seconded: Cllr Gent

Resolved: That £500 be awarded to

All Cllrs were in favour

- **Grant for Town Crier's honorarium**

The Chairman explained that the Town Crier had written in to the Council requesting an increase to his honorarium, last year it was £300 with other Dartmouth companies/organisations donating as well.

All Cllrs discussed this request and the committee recommended to approve this application.

Proposed: Cllr Gent

Seconded: Cllr Coles

Resolved: That £500 be awarded to the Town Crier as his honorarium.

All Cllrs were in favour

- **Grant for Town Crier's new regalia**

The Chairman explained that the Town Crier was commissioning new regalia which would cost £1500 in total, he was asking for a contribution towards this new uniform.

All Cllrs discussed this request and it was unanimously thought that the Town Crier does a good job in promoting Dartmouth.

Proposed: Cllr Coles

Seconded: Cllr Fyson

Resolved: That £700 be awarded to the Town Crier towards his new regalia.

Amendment: Cllr Hawke made an amendment to give £1,000 instead of £700 because he does a lot for the town.

Proposed: Cllr Hawke

Seconded: Cllr Lyon

Resolved: That £1,000 be awarded to the Town Crier towards his new regalia.

All Cllrs were in favour

- **Grant for Dartmouth Museum**

This grant application was postponed until the next meeting.

5. CARD MACHINE FOR COUNTER

The Finance Officer explained the reasons for having a card machine in the office and went through the details for two options.

One option was from World Pay / Nat West, the other option was from Payzone / Barclaycard.

All Cllrs thought this was a good idea especially with the bank now closed in town and the cashpoint closing after the Regatta in August.

Proposed: Cllr Lyon

Seconded: Cllr Hawke

Resolved: To allow the Finance Officer with the Chairman to make the decision on the best option for a card reader in the office and to set this up.

All Cllrs were in favour

6. GAZEBOS FOR THE OLD MARKET

There was a 10-minute adjournment whilst Cllrs read the recommendations from the liability report carried out in the Old Market by WPS.

Cllr Cooke left the meeting at 18.36

All Cllrs discussed the recommendations within this report, it was generally thought that the market did look very scruffy on non-market days with the skeleton frames left up and they took on board the recommendations that the frames were no longer suitable, this was due to the uneven floor in the market, the different shaped feet on different stalls not being steady enough, and they are also top heavy on one side. The Clerk also explained that the stalls would be recycled by cutting them down into tables to use underneath the gazebos, and that these can be more easily stored.

Proposed: Cllr Gent

Seconded: Cllr Hawke

Resolved: To purchase the 8 additional gazebos and to cut down the correct number of stalls into tables.

All Cllrs were in favour

7. CONSIDERATION OF A PAYMENT PLAN FOR LONGCROSS CEMETERY

The Clerk explained that we had received a request for a payment plan for the purchase of graves, the Cllrs discussed this, but it was generally thought that this was not something that the Council should get involved with.

8. MARKETING / WEBSITE

The Clerk spoke about how we have been using a marketing consultant to help with the production of the new website as well as some work on social media. Her allocated hours will shortly be coming to an end and the Clerk requested a more formal arrangement of 1 hour a week moving forward to continue with social media and news articles on both websites.

Cllr discussed this, and it was thought a good idea to keep the consultant on board especially as she would be able to help to with general PR issues.

Proposed: Cllr Hawke

Seconded: Cllr Gent

Resolved: To continue to employ our consultant based on 1 hour a week or 52 hours a year to help with the website, social media and general PR issues.

All Cllrs were in favour

9. INCOME & EXPENDITURE

A copy of the Income & Expenditure report for the last 6 months to 30th May 2018 was circulated to all Cllrs at the meeting. The Finance Officer explained differences between the budget and expenditure for members on several items.

A discussion about the Parks and Open Spaces budget took place, Cllr Fyson expressed the need to keep a close eye on the expenditure for this.

Cllr Hawke added that we would need to keep an accurate record of what is being spent on the parks and gardens this year for setting the budget for next year.

Cllr Hawke also said that it was important to do work both up in Townstal as well as down in the town.

Cllr Lyon suggested the Town Groundsman and the Maintenance Manager should go around and identify areas that are need of more work and highlight them to SHDC. Dartmouth Town Council could then fix these items at an agreed cost with SHDC.

Cllr Hawke spoke about the toilets that we would be taking on in Royal Avenue Gardens and Coronation Park and that we need the information so that the committee can make a decision on using outside contractors or employing more staff to do this.

10. MATTERS OF URGENT REPORT

There were none

11. EXCLUSION OF PRESS AND PUBLIC

Proposed: Cllr Lyon

Seconded: Cllr 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.

12. AGED DEBTORS REPORT

A copy of the aged debtors report as at 30th May 2018 was circulated to all Cllrs at the meeting. The Finance Officer explained each of the items on the aged debtors report for members and went on to explain that DTC have brought this debt down by £15,000 from this time last year.

All Cllrs voted to come out of committee and the meeting finished at 19.07