

**Present**

#Cllr S E Thomson – Chairman

- \*Cllr R M Lyon (Town Mayor)
- \*Cllr R W I Cooke (Deputy Mayor)
- \*Cllr P F Allen
- \*Cllr A J C Fyson
- \*Cllr D M Gent
- \*Cllr F J Hawke
- \*Cllr R F Rendle
- \*Cllr R Springett

Observers: Cllr M Baillie  
Cllr G M B Coles

Also in attendance 1 member of the public

- \*Denotes attendance
- #Denotes apology for absence

Cllr Allen sought clarification on 2 points of order:-

- i) Were monies allocated within the existing year's budget carried over to the next year; the Clerk explained that this was done for specific items as decided by the Town Council e.g. grant to the Indoor Swimming Pool project.
- ii) Were grant aid monies given only for specific projects; the Clerk explained that this was a decision of members on a case by case basis and specific projects could be made a condition of each grant.

**1. DECLARATIONS OF INTEREST.**

Cllr Gent declared a personal interest in agenda item 4(f) – Grant to Dartmouth Pre-School and agenda item 4(e) – Grant to the Friends of the Community Orchard.

Cllr Fyson declared a personal interest in agenda item 4(b) grant to South Hams Citizens Advice.

Cllr Lyon declared a personal interest in agenda items 4 (h) and (i) – grants to the Mayflower 400 group and Sister City status.

**2. ELECTION OF A CHAIRMAN FOR THE MEETING.**

**Proposed: Cllr R Springett**

**Seconded: Cllr R M Lyon**

**Resolved: That Cllr F J Hawke be elected as Chairman of the Finance Committee for the meeting.**

**3. CORRESPONDENCE – APPLICATIONS FOR GRANTS.**

- a) Dart Area Landscape Access Group had requested £250.00 towards the maintenance of picnic benches and tables and weed spraying at the 4 viewpoints at Jawbones Beacon Park. Members were concerned about the long term maintenance plans for this area.

**Proposed: Cllr D M Gent**

**Seconded: Cllr R W I Cooke**

**Recommended: That a decision be deferred pending a meeting between Town Council representatives (Cllr Thomson and Cllr Hawke) and representatives of the Dart Area Landscape Access Group to discuss their future plans.**

- b) South Hams Citizens Advice had requested a grant of £1,700 to support their outreach and home visits service in Dartmouth Town Centre and Townstal.

**Proposed: Cllr R Springett**

**Seconded: Cllr D M Gent**

**Recommended: That a grant of £1,700 be made to South Hams Citizens Advice.**

- c) Dartmouth Community Chest had applied to the Town Council for funds towards the purchase, insurance and taxation etc. of a van to collect and redistribute second hand furniture to low income families. Members raised concerns over the purchase of a vehicle.

**Proposed: Cllr R W I Cooke**

**Seconded: Cllr R Springett**

**Recommended: That a decision be deferred pending a meeting between Town Council representatives (Cllr Thomson and Cllr Hawke) and representatives of Dartmouth Community Chest to discuss if the purchase of a vehicle was the best way forward.**

- d) The Friends of St Clements Churchyard had applied to the Town Council for a grant of £440.00 towards maintenance of the churchyard, particularly in respect of graves connected to the battle of the Somme and the 70<sup>th</sup> Anniversary of World War II.

**Proposed: Cllr R Springett**

**Seconded: Cllr D M Gent**

**Recommended: That a grant of £220.00 be made to the Friends of St Clements Churchyard for the maintenance of the churchyard.**

- e) The Friends of the Community Orchard had applied for a grant of £215.85 to assist towards the running of Community events and towards creating an inventory of the apple trees.

**Proposed: Cllr P F Allen**

**Seconded: Cllr R W I Cooke**

**Recommended: That a grant of £215.85 be made to the Friends of the Community Orchard to assist towards the running of Community events and towards creating an inventory of the apple trees.**

- f) Dartmouth Pre-school had asked the Town Council to make a donation towards a new play surface at the Southford Schoolrooms.

**Proposed: Cllr R Springett**

**Seconded: Cllr F J Hawke**

**Recommended: That a grant of £5,000 be made to Dartmouth Pre-school for outside play surfacing from the Public Purposes Share of the Dartmouth Trust.**

- g) The Town Crier, Mr Les Ellis had requested an honorarium of £250.00 from the Town Council.

**Proposed: Cllr R Springett**

**Seconded: Cllr D M Gent**

**Recommended: That a grant of £250.00 be made to Les Ellis as an honorarium as Dartmouth's Town Crier.**

- h) A request had been received from the Mayflower 400 group to receive a grant of £500.00 as agreed by the Finance Committee on 4<sup>th</sup> November 2015.

**Proposed: Cllr R W I Cooke**

**Seconded: Cllr R Springett**

**Recommended: That the grant of £500.00 as agreed by the Finance Committee on 4th November 2015, be paid to the Mayflower 400 group.**

- i) A request had been received from the Sister City Status group to receive a grant of £2,000.00 as agreed by the Finance Committee on 4th November 2015.

**Proposed: Cllr R Springett**

**Seconded: Cllr R W I Cooke**

**Recommended: That the grant of £2,000.00 as agreed by the Finance Committee on 4th November 2015, be paid to the Mayflower 400 group on behalf of Sister City Status.**

#### **4. REPORT ON INCOME AND EXPENDITURE FOR THE 12 MONTHS TO 31ST MARCH 2016.**

A copy of a summary of income and expenditure to 31<sup>st</sup> March 2016 had been circulated. Noted.

Members discussed the accounts package used by the Town Council and it was explained that this was the only bespoke computer package for Town and Parish Councils and was used by 75% of local councils. Cllr Allen requested that details of miscellaneous expenditure be given in future; an excel spreadsheet of staffing costs by property would be presented to the next meeting.

**5. ANNUAL RETURN STATEMENT FOR 2015/2016 .**

**a) Annual Governance Statement.**

Members reviewed the Annual Governance Statement for 2015/2016.

**Proposed: Cllr D M Gent**

**Seconded: Cllr R Springett**

**Recommended: That the Annual Governance Statement for 2015/2016 be approved.**

**b) Accounting Statement for 2015/2016.**

Members reviewed the Accounting Statement for 2015/2016; the Book Keeper explained the variances on the previous year's figures.

**Proposed: Cllr D M Gent**

**Seconded: Cllr R Springett**

**Recommended: That the Accounting Statement for 2015/2016 be approved.**

**Proposed: Cllr P F Allen**

**Seconded: Cllr F J Hawke**

**Recommended: That a vote of thanks be recorded to the Town Council's Book Keeper in particular and the Town Council staff in general for the preparation of the end of year accounts.**

**6. RENEWAL OF THE TOWN COUNCIL'S INSURANCE WITH WPS INSURANCE FOR 2016/17, 2017/18 AND 2018/2019.**

A paper giving details of alternative options for the renewal of the Town Council's insurance in July 2016 had been distributed to members.

**Proposed: Cllr R M Lyon**  
**Seconded: Cllr D M Gent**

**Recommended: That the Town Council renew its insurance policy through WPS insurance for 5 years from July 2016.**

**Proposed: Cllr R W I Cooke**  
**Seconded: Cllr R 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.**

**8. REVIEW OF THE AGED DEBTORS REPORT AS AT 31<sup>st</sup> MARCH 2016.**

A copy of the aged debtors report as at 31<sup>st</sup> March 2016 was laid round the table. The Book Keeper explained each of the items on the aged debtors report for members.

**Proposed: Cllr R Springett**  
**Seconded: Cllr R F Rendle**

**Recommended: That the outstanding balance of rent from 2013, on unit 8 Dartmouth Market be written off.**