

**DARTMOUTH TOWN COUNCIL**  
**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD IN THE COUNCIL CHAMBER**  
**OF DARTMOUTH GUILDHALL ON THURSDAY 30<sup>th</sup> MAY 2019**

**PRESENT:** Cllrs: M Baillie; N Bodinnar; C Campos; D Case; G Evans; S Hibbert  
(Deputy Mayor) R Rendle; G Webb (The Mayor); D Wells; G Yardy

**IN ATTENDANCE:** Cllr D Shepherd; Cllr L Williams; Town Clerk: C Pritchard-Williams;  
Finance Officer: A McGrigor; 10 members of the public  
representative from the Dartmouth Visitor Centre: K Perrow;  
representative from the Food bank

**PART 1 - Open to the Public**

The Deputy Mayor started the meeting.

**1. APOLOGIES FOR ABSENCE**

There were none:

**2. TO ELECT A CHAIR FOR THE FINANCE COMMITTEE**

The Deputy Mayor asked for nominations for Chair of the Finance Committee

Cllr C Campos nominated Cllr G Evans  
Cllr G Yardy seconded this nomination

Cllr M Baillie nominated Cllr D Wells  
Cllr D Case seconded this nomination  
Cllr Case asked if the candidates would like to say a little about their experience  
with finance and Cllr Evans and Cllr Wells both gave a summary.

The Clerk asked for a show of hands for Cllr Evans and four Cllrs voted in favour  
The Clerk asked for a show of hands for Cllr Wells and three Cllrs voted in favour

**Proposed:** Cllr C Campos

**Seconded:** Cllr G Yardy

**Resolved:** That Cllr Graham Evans be elected Chair of the Finance Committee for  
the ensuing year.

**3. TO ELECT A VICE CHAIR FOR THE FINANCE COMMITTEE**

Cllr Evans took the chair and asked for nominations for Vice Chair

**Proposed:** Cllr D Case

**Seconded:** Cllr M Baillie

**Resolved:** That Cllr David Wells be elected Vice Chair of the Finance Committee for  
the ensuing year.

All councillors were in favour

#### 4. DECLARATIONS OF INTEREST

The Mayor declared an interest in item seven: Grant for Community Chest

#### 5. CORRESPONDENCE

None received

#### 6. GRANTS BUDGET UPDATE

The Finance Officer circulated a breakdown of the grants budget with the grants awarded so far this year and the remaining budget.

#### 7. TO DISCUSS AND RECOMMEND GRANTS APPLIED FOR IN FINANCIAL YEAR 2019-2020

- **Food Festival**

The Finance Officer explained that the Food Festival had asked for a grant application form but had been unable to return it to the office in time for the meeting.

CLlr agreed to postpone this grant application until the next meeting.

- **Food Bank - £500**

A representative from the Food Bank said that they would like a grant to cover a larger and safer storage space either in Ivy Lane or another location.

**Proposed:** CLlr M Baillie

**Seconded:** CLlr D Wells

**Resolved:** To award the grant for £500 to the Food Bank for larger and safer storage.

All Cllrs in favour

- **Outdoor Swimming Pool - £3,000**

The Chairman said that the grant was for running costs.

**Proposed:** CLlr D Case

**Seconded:** CLlr M Baillie

**Resolved:** To award the grant for £3,000 to the outdoor swimming pool for running costs.

All Cllrs in favour

- **Town Crier honorarium - £1,200**

The Finance Officer explained that it was for his yearly honorarium to cover expenses for Town Crier competitions and a donation towards his consorts' new regalia.

**Proposed:** CLlr R Rendle

**Seconded:** CLlr D Case

**Resolved:** To award the grant for £1,200 for his yearly honorarium.

- **Dartmouth Community Chest - £2,831.76**

CLlr Shepherd said that the money was for 12 months rental for a storage unit at Dartmouth Self Storage.

**Proposed:** CLlr C Campos

**Seconded:** Cllr G Yardy

There was a discussion around the option of a storage container being purchased by Dartmouth United Charities for Community Chest and whether the Town Council had land that this could be stored on.

The Chairman said that the Council should work towards looking for a suitable location for a storage container in the future.

**Resolved:** To award the grant for £2,831.76 12 for rental for a storage unit to be paid monthly direct to Dartmouth Self Storage, and for the Council to look into the possibility for a donated storage container to be placed on suitable council land.

**8. TO UPDATE ON CHANGES TO THE BANK PAYMENT AUTHORISATION**

The Finance Officer gave an update on the process of getting all signatories onto the mandate which allows authorisation of payments.

This is in progress.

**9. TO DISCUSS AND RECOMMEND THE CREATION OF COUNCILLOR EMAIL ADDRESSES**

The Councillors discussed the different options available and the reasons for doing this. (security, GDPR; continuity)

**Proposed:** Cllr C Campos

**Seconded:** Cllr G Yardy

**Resolved:** That the Council approve option 2 for £1,072 a year in total.

6 Cllrs voted in favour; 4 Cllrs voted against

There was a general discussion following on from this about if there would be an option for a Councillor share drive to be created for document storage.

Clerk would ask the IT provider.

**10. EXCLUSION OF PRESS AND PUBLIC**

**Proposed:** Cllr G Evans

**Seconded:** Cllr D Case

**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.

**PART 2 – Confidential**

**11. TO DISCUSS AND RECOMMEND A QUOTE FOR A DROP DOWN CEILING AS PART OF THE IVY LANE REFURBISHMENT**

**Proposed:** Cllr

**Seconded:** Cllr

**Resolved:**

Cllr Rendle gave a brief history of Ivy Lane.

The question was asked why a suspended ceiling was being proposed, and it was agreed to postpone this decision until further information was made available. This decision could be passed to the Ivy Lane working group and in turn the Corporate Property Committee.

*Cllr Baillie left the meeting at 18.54*

**12. TO DISCUSS AND RECOMMEND THE PROVISION OF WIFI FOR SECURITY IN THE MARKET (using the existing IT supplier)**

Councillors discussed the provision of WiFi in the market to help with security, and it was generally thought that this was a good idea however the question was asked as to what the ongoing monthly costs would be.

**Proposed:** Cllr Rendle

**Seconded:** Cllr Wells

**Resolved:** To approve this quote but to bring the ongoing monthly costs to Full Council.

All Cllrs approved this

**13. AGED DEBTORS REPORT AS AT 31<sup>st</sup> MARCH 2019**

The Finance Officer took Councillors through the Aged Debtors report.

Cllr Rendle proposed that this should be left in the hands of the Finance Officer who can produce this for the quarterly Finance meetings but highlight anything of concern.

**14. TO DISCUSS AND RECOMMEND PAYING THE REMAINDER OF THE INSURANCE CLAIM FOLLOWING THE DEATH OF A TOWN COUNCIL MEMBER OF STAFF**

The Clerk explained the Death Policy within our insurance and that it covered all Cllrs and staff.

**Proposed:** Cllr D Case

**Seconded:** Cllr S Hibbert

**Resolved:** To approve paying the remainder of the insurance claim to the next of kin.

All Cllrs were in favour

The Clerk to send out to all Cllrs the next of kin form

**15. DARTMOUTH VISITOR CENTRE – FINANCIAL UPDATE**

The Finance Officer took Councillors through the financial update from the Visitor Centre.

*Cllr Hibbert left at 19.44*

Cllrs discussed this and thought it a good idea to arrange a meeting with Visitor Centre

*Meeting finished at 8.10*

