

Present

*Cllr A J C Fyson – Chairman
*Cllr F J Hawke – Vice-Chairman

#Cllr P F Allen
*Cllr G B F Coles
*Cllr R W I Cooke (Deputy Mayor)
#Cllr D R Kelland
*Cllr D M Gent
*Cllr R M Lyon (Town Mayor)
*Cllr F R Pritchard-Tagg
*Cllr R Springett

Observers: Cllr B T Harriss
Cllr S E Thomson

*Denotes attendance
#Denotes apology for absence

1. DECLARATIONS OF INTEREST.

Cllr Lyon declared a personal interest in agenda item 3(c) – Mayflower 400 request for grant.

2. CORRESPONDENCE REQUESTS FOR GRANTS.

a) Dart Area Landscape Access Group

Members considered a grant application for £480.00 from the Dart Area Landscape Access Group. It was noted that the group were not affiliated to the Dartmouth and Kingswear Society as stated on their application form. Cllr Gent informed the meeting that all the information on the leaflet was available on the internet but the meeting agreed that a physical leaflet sign posted visitors to the walk which they might not be aware of. Members noted the group's bank balance of £230.65 and agreed to give part of the amount requested.

Proposed: Cllr R W I Cooke

Seconded: Cllr R Springett

Recommended: That a grant of £250.00 be given to the Dart Area Landscape Access Group for the re-printing of the Diamond Jubilee leaflet.

b) Town Crier's Honorarium

Members considered a request for an honorarium of £250.00 for 2017/2018 from Dartmouth's Town Crier Mr Les Ellis. Members felt that the amount should increase this year as Mr Ellis attended so many events for the Town.

Proposed: Cllr R Springett

Seconded: Cllr D M Gent

Recommended: That the Town Crier be granted an honorarium of £300.00 for the financial year 2017/2018.

c) Mayflower 400

Members considered an application from the Dartmouth Mayflower 400 group for a balance of a previously requested grant i.e. £5,765.20.

The Chairman informed the meeting that a letter had been sent to the Mayflower 400 group informing them that funding would be given for viable projects. The Town Council had also sent a letter of intent to accompany the Heritage Lottery Fund bid from Plymouth as the organiser for the trail towns, stating its intention to provide £40,000 up to 2020; this subject to a plan from the Dartmouth Mayflower 400 group on how their projects would be brought forward.

Cllr Lyon told the meeting that the Heritage Lottery funding if granted to Dartmouth would be paid to the Town Council not to the Dartmouth Mayflower 400 group.

Members were disappointed that did not appear to have been any local fundraising by the Dartmouth Mayflower 400 group but it was acknowledged that all the group had put a great deal of hard work into the Mayflower 2020 plans. Members were content to make a grant of £5,000 to the Dartmouth Mayflower 400 group for 2017/2018 but wished to clarify that this was not a balance of any monies previously claimed.

It was noted that a donation in kind was made on a regular basis through the Dartmouth Mayflower 400 group's free use of Guildhall rooms for their meetings.

Proposed: Cllr R Springett
Seconded: Cllr R W I Cooke

Recommended: That a grant of £5,000 be paid to the Dartmouth Mayflower 400 group for 2017/2018.

The meeting discussed the need to receive a monthly report from the Dartmouth Mayflower 400 group and it was agreed that a Town Council representative would be nominated.

Proposed: Cllr D M Gent
Seconded: Cllr G B F Coles

Recommended: That Cllr Lyon be nominated as the Town Council's representative to the Dartmouth Mayflower 400 group.

3. REVIEW OF THE TOWN COUNCIL'S FINANCIAL REGULATIONS AND FINANCIAL RISK ASSESSMENT.

Copies of the Town Council's Financial Regulations and Financial Risk Assessment had been circulated to members.
Members reviewed the Financial Regulations page by page.

Amendments:- (alterations in italics)

p8 4.2 All cheques *or electronic payments* drawn on the Council's bank accounts shall be signed/*authorised* by two Councillors as designated in the Bank's mandate.

p11 7.3 No expenditure may be incurred which cannot be met from the amount provided in the appropriate Committee revenue budget unless a virement has been approved by the Finance Committee, or by resolution of the Council *where necessary*.

Proposed: Cllr F J Hawke
Seconded: Cllr D M Gent

Recommended: That the Town Council's Financial Regulations, as amended, be approved and adopted.

Members reviewed the Town Council's Financial Risk Assessment.

Proposed: Cllr F J Hawke
Seconded: Cllr R Springett

Recommended: That the Town Council's Financial Risk Assessment be approved and adopted.

4. TO CONSIDER THE TOWN COUNCIL'S RESERVES, INCLUDING EAR-MARKED RESERVES.

The Chairman told the meeting that he wished to draw the committee's attention to the issue of the need for the Town Council to establish a reserve fund. The Clerk would seek the advice of the Town Council's internal auditor on this matter.

The matter of a reserve fund would be considered again when the budget for 2018/2019 was considered.

Proposed: Cllr D M Gent
Seconded: Cllr R Springett

Recommended: That the Finance Committee note the matter of establishing a reserve fund and this be considered when the budget for 2018/2019 was drawn up.

5. REPORT ON INCOME AND EXPENDITURE FOR THE 12 MONTHS TO 31ST MARCH 2017.

A copy of a summary of income and expenditure to 31st March 2017 had been circulated. The Clerk explained differences between the budget and expenditure for members on a number of items.

Proposed: Cllr D M Gent
Seconded: Cllr G B F Coles

Recommended: That the summary of income and expenditure to 31st March 2017 be noted.

Proposed: Cllr D M Gent
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.

**6. REVIEW OF THE AGED DEBTORS REPORT
AS AT 31st MARCH 2017.**

A copy of the aged debtors report as at 31st March 2017 was laid round the table. The Clerk explained each of the items on the aged debtors report for members.

Members agreed that a letter be sent to a previous tenant regarding late payment of an amount due through the small claims court process.

Proposed: Cllr R Springett
Seconded: Cllr D M Gent

Recommended: That the Town Clerk write to the tenant concerned requesting payment by return or further legal action would be taken.