

**Present**

\*Cllr P F Allen – Chairman  
\*Cllr F R Pritchard-Tagg – Vice-Chairman

\*Cllr G B F Coles  
\*Cllr R W I Cooke (Mayor)  
\*Cllr A J C Fyson (Deputy Mayor)  
#Cllr F J Hawke  
#Cllr D R Kelland  
\*Cllr D M Gent  
\*Cllr R M Lyon  
\*Cllr R Springett

Observers: Cllr M Baillie  
Cllr B T Harriss

\*Denotes attendance  
#Denotes apology for absence

**1. ELECTION OF VICE-CHAIRMAN.**

**Proposed: Cllr G B F Coles**  
**Seconded: Cllr R W I Cooke**

**Resolved: That Cllr F R Pritchard-Tagg be elected Vice-Chairman of the Finance Committee for the ensuing year.**

**2. DECLARATIONS OF INTEREST.**

There were none.

**3. CORRESPONDENCE.**

There was none.

**4. TO CONSIDER ADDITIONAL BANK SIGNATORIES ON THE TOWN COUNCIL'S MAIN CURRENT ACCOUNT.**

**Proposed: Cllr R W I Cooke**

**Seconded: Cllr D M Gent**

**Recommended: That Cllrs Fyson and Pritchard-Tagg be added as signatories to the Town Council's main bank account.**

**5. POLICY DOCUMENT FOR ANY COUNCIL OWNED PROPERTY RENT INCREASES.**

The Chairman told the meeting that the Town Council had no formal policy on setting tenants' rents at present.

Cllr Cooke told members that commercial rents in Dartmouth were extremely high and the Town Council had always tried to set modest rents and think of the interests of the Town first and money second. Cllr Gent reminded members that the Town Council's strategic policy document stated that the Town Council would set sympathetic rents.

The Chairman suggested that Cllr Pritchard-Tagg work on a policy document to go to Full Council in September.

**Proposed: Cllr R W I Cooke**

**Seconded: Cllr D M Gent**

**Recommended: That Cllr Pritchard-Tagg produce a policy document on the setting of Town Council rents, to go to Full Council in September.**

**6. UPDATED BUDGET FOR GUILDHALL REFURBISHMENT.**

The Chairman stressed the need for marketing of the Guildhall to increase income. The Clerk informed the meeting that Cllrs Thomson and Springett would be meeting with PR consultant Lisa Chandler the next day to discuss marketing, a website and staffing for this. Cllr Coles had already researched website quotes and the Clerk agreed to arrange for Cllr Coles to speak to Lisa Chandler. The Chairman asked that Cllrs Thomson and Springett be alerted to the possible shortfall in budget provision for marketing costs. Cllr Gent hoped that the Town Council would wait to see what Ms Chandler had already done before any other initiatives were started.

**7. SPECIFICATIONS TO BE ADDED TO ESTIMATES SUBMITTED FOR COUNCILLORS CONSIDERATION AND GUIDELINES FOR APPROVAL OF PAYMENTS AGAINST SPECIFICATION.**

The Chairman informed members that he believed that it would be good practice for a copy of the work specification given to contractors to be attached to the estimates that were presented to Council for consideration.

Cllr Cooke agreed and told the meeting that the Town Council needed reassurance that all contractors were quoting for the same work and that this was what had been requested by the Town Council.

It was agreed that a copy of the quotation and specification would be attached to the invoice for payment.

**Proposed: Cllr A J C Fyson**

**Seconded: Cllr D M Gent**

**Recommended: That members receive a copy of the works specification with the estimates for consideration and a copy be attached to invoices for payment.**

**8. IMPLICATIONS AND EFFECTS ON BUDGETS FOR ANY ADDITIONAL STAFF OR SALARY INCREASES OR OTHER COMMITTEE REQUESTS – TO NOTE THE FULL COUNCIL REQUEST TO RING FENCE £20,000 IN THE 2017/2018 DEVOLVED SERVICES BUDGET FOR LEGAL FEES.**

The Chairman told the meeting that recent staff wage increases would be absorbed within the current establishment salary budget. It would be possible to set up new headings within the devolved services budgets and breakdown the totals into greater detail. This would allow the legal fees to be shown separately.

**9. DATE FOR FIRST BUDGET PROPOSALS FOR 2018/2019.**

The first consideration of the budget for 2018/2019 would be at the Finance Committee meeting to be held in October 2017, with the final budget meeting to be held in November. All members were asked to consider any items that they wished to be included in the budget and to bring these forward as soon as possible.

The Chairman suggested that members also consider areas for possible savings given the proposed merger of South Hams District Council and West Devon Borough Council, which might lead to a large rise in Council taxes in the South Hams.

The Committee wished their concerns over this merger to be noted and asked that this be raised at Full Council in September.

**10. CLARIFICATION ON CHARGING POLICY FOR HIRE OF ANY COUNCIL OWNED ROOMS OR OTHER FACILITIES BY LOCAL GROUPS.**

The Chairman told members that he was aware of six organisations that had received free use of the Guildhall in the last year:-

- Dartmouth Trust
- Dartmouth United Charities
- Dartmouth Mayflower 400 group
- Port of Dartmouth Royal Regatta for their Annual Meeting
- Dartmouth and District Public Transport Group
- Dartmouth and District Youth Partnership.

The Chairman was concerned that other organisations were disadvantaged but Cllr Cooke explained that grants were frequently given to organisations that could not afford the Guildhall costs and this facility was open to all to apply.

It was noted that the Mayflower 400 group paid for use of the Guildhall for their events, Dartmouth and District Youth Partnership were currently using the Flavel Church and would be disbanding in September and the Public Transport group had no funds.

**11. REVIEW OF THE INTERNAL AUDITOR'S REPORT ON THE TOWN COUNCIL'S ACCOUNTS TO 31<sup>st</sup> MARCH 2017.**

Copies of the Internal Auditor's report had been circulated to members.

The Vice-Chairman and Cllr Gent would meet to look at the issues raised, particularly the recommended use of the National Association of Local Council Model Financial Regulations.

**Proposed: Cllr D M Gent**  
**Seconded: Cllr R W I Cooke**

**Recommended: That the Vice-Chairman and Cllr Gent review the recommendations of the Internal Auditor's report and bring back their findings to the next meeting of the Finance Committee.**

**12. REPORT ON INCOME AND EXPENDITURE FOR THE 3 MONTHS TO 30<sup>th</sup> JUNE 2017.**

A copy of a summary of income and expenditure to 30<sup>th</sup> June 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 R W I Cooke**

**Recommended: That the summary of income and expenditure to 30<sup>th</sup> June 2017 be noted.**

**13. APPLICATION FOR FUNDS: YOUTH SERVICES.**

Cllr Gent explained that the first payment to Youth Genesis in September 2017 might fall due before the monies could be transferred from the Dartmouth and District Youth Partnership. He asked that the Town Council make a contingency to cover the first payment of £5,417.60

**Proposed: Cllr R M Lyon**  
**Seconded: Cllr R W I Cooke**

**Recommended: That the Town Council make a contingency of £5,417.60 available to cover the first instalment of the Youth Service Contract with Youth Genesis.**

*Cllr Springett arrived at 6.45 pm*

**Proposed: Cllr R W I Cooke**

**Seconded: Cllr D M 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.**

**14. PURCHASE OF RECHARGEABLE COLOURED LIGHTING FOR GUILDHALL FOR EVENTS.**

A sample rechargeable light was on display at the meeting. The Clerk explained that these had been loaned to the Town Council and had been used at Mayor Making in the Ballroom. They were ex-demonstration models and were offered at a cost of £160.00 plus vat (12 lights in total) giving a total cost of £1,920.00 plus vat.

**Proposed: Cllr R Springett**

**Seconded: Cllr G B F Coles**

**Recommended: That the Town Council purchase the 12 rechargeable lights at a cost of £1,920.00 plus vat.**

**15. REVIEW OF THE AGED DEBTORS REPORT AS AT 30<sup>th</sup> JUNE 2017.**

A copy of the aged debtors report as at 30<sup>th</sup> June 2017 was laid round the table. The Finance Officer explained each of the items on the aged debtors report for members.