



## Finance and Policy Minutes 20<sup>th</sup> March 2018

Public Session (10 minutes) No members of the public were present.

**Present** Cllr Arnold (Chairman), Willis, Wimberley, Cardew, Dodd and Hodges

**Apologies** Cllrs Payne and Simpson

**Dispensation requests** Blanket dispensation to allow Councillor to participate in Item 5 – 1<sup>st</sup> Round Grant applications.

The Chairman opened the meeting at 7.20pm

No	Topic	Discussion points	Outcome/action
1.	Approve draft minutes dated 16.01.17	Circulated with the agenda	Proposal: Approved as a true record Proposer: Cllr Willis Secunder: Cllr Hodges Carried.
2.	Matters arising not on the agenda – for report only	None.	
3.	Bowring Library building acquisition Update on legal position	<p>Cllrs Willis and Arnold met with Maureen Jenkins, Solicitor, for advice on the building transfer and subsequent Lease to the Bowring Building Trust who plan to enter into an arrangement with Libraries Unlimited (LUL). The process will require a number of steps. Maureen gave the following advice:</p> <ol style="list-style-type: none"> <li>1. LUL will require a Deed of Surrender to release them from the 25 year Lease with Devon County Council (DCC). It is not recommended to proceed with the transfer without this.</li> <li>2. Negotiate terms with DCC regarding overage percent and terms. DCC are suggesting 80 years and 60% of the profit. Maureen suggested 25 years with 30% and settle for 40% of the profit.</li> <li>3. Request a valuation by a member of the Royal Institute of Chartered Surveyors. DCC's current valuation is £125k.</li> <li>4. A full repairing Lease to the Bowring Building Trust could be over 20 years with a break after 10 and subsequent break after 15 years with 6 months prior written notice from both sides.</li> <li>5. Rent could be a peppercorn rent or</li> </ol>	<p>Proposal: To recommend to Full Council that Maureen Jenkins is requested to:</p> <ol style="list-style-type: none"> <li>1. Write to DCC requesting a Deed of Surrender.</li> <li>2. Draft a Transfer from DCC to MPC in readiness.</li> <li>3. Negotiate overage terms of 25 years and 30% return to DCC. and seek valuation of the library</li> <li>4. Prepare a Lease over 20 years with a break after 10 and subsequent break after 15 years with 6 months prior notice from both sides. To include restrictions regarding sub-letting and Leasing to ensure no tenants' rights.</li> <li>5. Rent to be a peppercorn rent but a clause included requiring the Bowring Building Trust to adequately insure the grade II listed building and show evidence of the policy annually.</li> </ol> <p>Also that a valuation by a member of the Royal Institute of Chartered Surveyors is obtained.</p> <p>Proposer: Cllr Willis</p>

		<p>the cost of insurance of the grade II listed building.</p> <p>6. Ensure subletting or Leasing only provides licence to be in the building and not tenancy rights.</p>	<p>Seconder: Cllr Cardew Carried with one abstention</p>
4.	<p>Draft Financial Regulations Consider draft document and agree recommendation to full council</p>	<p>A draft of the Financial Regulations had been circulated beforehand. It provided a concise description of the Council's financial procedures.</p>	<p>Proposal: to recommend to the Full Council that the document is adopted Proposer: Cllr Willis Seconder: Cllr Hodges Carried</p>
5.	<p>Grants 2018/19 – 1<sup>st</sup> round Consider applications and agree recommendation to full council</p>	<p>A summary of the grants had been circulated beforehand. The full applications were referred to in the discussion. Consideration was given to how the community would benefit from the requests. Agreement was reached on a recommendation to Full Council (see Attachment no. 1)</p>	<p>Proposal: To recommend to full Council grant awards as follows:</p> <ol style="list-style-type: none"> <li>1. Green Hill Arts £0</li> <li>2. FOMS £150.00</li> <li>3. Carnival Committee £0</li> <li>4. Wellmoor £0</li> <li>5. Swimming Pool £200</li> <li>6. Twinning Association £400</li> <li>7. Med Theatre £400</li> <li>8. Craft Collective £50</li> </ol> <p>Total = £1200</p> <p>Proposer: Cllr Arnold Seconder: Cllr Willis Carried</p>
6.	<p>Update on War Memorial Grant application</p>	<p>The War Memorials Trust response to the pre-application is that they will only support the re-painting of the lettering. Two quotes for cleaning and repainting the lettering have been received and are both around £850 for cleaning and £550 for re-painting. The Clerk suggested applying to the Trust for the lettering and investigating whether the Royal British Legion (through Lynne Bartlett) could help with cleaning costs.</p>	<p>The Committee supported the Clerk's suggestion to apply for 75% of the cost of re-painting the lettering and to investigate whether the Royal British Legion were able to help with the cost of cleaning the cenotaph.</p>
7.	<p>Update on Elector Fund grant for legal fees for advice and association legal work relating to the acquisition of the Bowring Library building</p>	<p>The Clerk confirmed £1540.00 had been received from Teignbridge District Council's Elector Fund grant toward legal costs.</p>	<p>Noted.</p>
8.	<p>Website review Consider request from the Marketing Moreton Working Group for funds to update and refresh the town's website and agree recommendation to full council</p>	<p>The Clerk stated that the website is established and working well. The Marketing Moreton Working Group requested Studio Deville review its activity and recommended changes. Google analytics is used to evidence how the site is navigated. The most traffic visit the Parish Council, Calendar, Things to do and Places to stay and eat. Recommendations include developing the home page promoting the strengths of the town and reasons to visit, creating free and paid advertising and making improvements visually to reflect seasonal changes. Cost = £2,000 (£50 per hour)</p>	<p>The Clerk explained that work to the home page required a considerable of work on the back end of the website, that when the site was developed a local provider was part of the requirement. Budget allocation for website updating and maintenance for 2017/18 is £2,000 of which it is anticipated £700 will be spent. Income for 2017/18 is £240.00. The Committee requested this item to be further discussed at the Full Council meeting on 10<sup>th</sup> April by which time members will have time to consider the information presented.</p>
<b>Signed:</b>			<b>Date:</b>

**Moretonhampstead Parish Council**  
**1<sup>st</sup> Round of Grants 2018 - 2019**

<b>No.</b>	<b>Applicant</b>	<b>Nature of Project</b>	<b>Total Project Cost</b>	<b>Amount Applied for</b>	<b>Notes/comments</b>	<b>Amount Granted</b>	<b>Comments</b>
1	Green Hill Arts	To purchase 2 folding print/rack browser displays	£200.00	£150.00	Green Hill contribution £50.00 Two previous grant applications awarded – April 2016 £150 and Sept 2016 £100	£0.00	It was agreed that Green Hill should cover the full amount required to purchase racks.
2	Friends of Moreton School (FOMS)	Purchase kitchen equipment for the children's cooking area – plates, bowls, cutlery etc.	£300.00	£150.00	FOMS contribution £150.00 First application to PC for a grant £2567 available funds earmarked for a number of other projects	£150.00	Capital expenditure to support a non-curriculum activity.
3	Carnival Committee	Cost of removing furniture in the Square to allow the band trailer access.	£290.00	£290.00	The committee consider leaving the furniture may constitute a health and safety issue for the cavorting crowd. First application to PC for a grant	£0.00	Open spaces committee to separately make a recommendation to Full Council regarding arrangements and cost implications.
4	Wellmoor	A research project on the extent of loneliness and social isolation in North East Dartmoor. Purchase a 2-in-1 laptop to record "listening" meetings, a stylus which will allow securing recording of notes and case to keep the equipment safe.	£258.97	£258.97	First application to PC for a grant for this project. Initial stage feedback sessions scheduled for March.	£0.00	Recommend they apply to the 2 <sup>nd</sup> grant round in July with details of practical solutions to address the outcomes of the research.
5	Swimming Pool	Lifeguard uniforms	£515.90	£200.00	Pool contribution £315.90 5 previous grant applications awarded from £50-£1,500	£200.00	It is a legal requirement for Lifeguards to be easily identifiable.

6	Twinning Association	Contribution towards: 1. The costs of providing education/recreation activity for Moreton youth to enable them to join the french people visiting 2. Providing a town reception for the french visitors on arrival at Moreton school.	Total cost of Betton visitors trip = £4000	1. £399.00	Current balance £3,879.16. Grant awarded in 2016 for 40 <sup>th</sup> anniversary £408.40	£200.00	Important to support the town's youth to enable them to participate.	
				2. £421.00		Includes hire of the hall, presentation gift from Chair of Parish Council, light refreshments and promotional local gifts.		£200.00
				Total = £820.00		Total = £400.00		Agreed to contribute to help cover room hire, refreshment cost and presentation from Chair of the Parish Council.
7	Med Theatre (Charity no 1119302)	To continue to provide free drama and playwriting clubs for young people aged between 5 -19. 20 sessions over 2 terms.	£800.00	£600.00	£200.00 from MED Theatre reserves. First application to PC for a grant	£400.00	Suggest that neighbouring parish councils are also approached for a contribution	
8	Craft Collective	To publicise an open craft studios day in May.	£375.00	£50.00	TDC funded £200.00. The remaining to be funded by crafters. First application to PC for a grant No accounts or AGM minutes because the group has recently formed.	£50.00	Support for publicity for a town event which will help local businesses and tourism.	
<b>Totals</b>				<b>£2,518.97</b>		<b>1200.00</b>		

Notes:

1. Total allocated for grants in the agreed budget for 2018/19 = £3,177.00
2. 2<sup>nd</sup> grant round July 2018