



Tavistock Town Council

Working for the local community

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9th November, 2021

Dear Councillor

I hereby give you notice that a Meeting of the **BUDGET & POLICY COMMITTEE** will be held on **TUESDAY 16th NOVEMBER, 2021** at **5.30pm** in **THE COURTROOM, THE GUILDHALL, TAVISTOCK** (please note change of venue).

*SERVICE & CORONAVIRUS ANNOUNCEMENT – Entry is via the Courtroom doors onto the Guildhall Car Park only. Anyone requiring disabled access is requested to contact the Council (Tel no. as above) by 2.00pm on the day of the Meeting in order that arrangements can be made. For admission a face mask is requested to be worn (unless a current valid exemption applies) at times other than when seated. Government recommended hygiene measures are expected to be followed. Please also note that because works to the premises are not yet fully completed for washroom facilities please use the adjoining Guildhall Car Park Public Conveniences.

Should Members have any detailed questions concerning any financial matters, or the accompanying reports, they should be passed to the General Office sufficiently in advance of the Meeting in order that enquiries may be undertaken and an informed response prepared.

Yours sincerely

Carl Hearn
TOWN CLERK

MEMBERSHIP OF THE COMMITTEE

Councillor H Smith **Chairman**
Councillor Mrs U Mann **Vice Chairman** (& Deputy Mayor)

Councillor A Hutton (Mayor)
Councillor Mrs A Johnson (Immediate Past Mayor)
Councillors J Ellis, Mrs M Ewings, Mrs G Parker

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. CONFIRMATION OF MINUTES

To confirm the Minutes of the Meeting of the Budget & Policy Committee held on 5th October, 2021 (previously circulated).

3. DECLARATIONS OF INTEREST

To receive any Declarations of Interest.

ITEMS FOR RECOMMENDATION TO COUNCIL

4. BUDGET PREPARATION & PRECEPT SETTING 2022-23

To consider the Report of the Town Clerk in connection with the above prepared pursuant to the last Meeting of the Committee and Council (to follow).

5. GRANTS PANEL

To consider the notes of the Meeting of the Grants Panel held on 9th November, 2021 (to follow).

6. VEHICLE PURCHASE

To consider the report of the General Manager in connection with a request to draw upon the vehicle replacement earmarked reserve to replace the Council 'Box Truck' (to follow).

7. DRAFT PROGRAMME OF MEETINGS 2022-2023

To consider endorsing, in principle (final ratification being at the Annual Meeting), the draft Programme of Meetings for the 2022-2023 Civic Year (to follow).

ITEMS CIRCULATED FOR INFORMATION ONLY

8. PENNON SHARES HOLDING

To annually note the holding of the Council (502) in respect of shares held in Pennon Group PLC.

9. GUILDHALL GATEWAY CENTRE - PROGRESS REPORT

To receive an oral update from the Town Clerk & General Manager in connection with the above.

URGENT ITEMS

10. URGENT BUSINESS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN

Matters which the Chairman decides are urgent and the reasons relating thereto. Councillors are reminded that if a matter has not been specified on the Agenda no formally binding decision can be taken on it.

EXCLUSION OF PRESS AND PUBLIC

11. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and having regard to the confidential nature of the business to be transacted, to consider that the Press and Public be excluded from the Meeting for the following item(s) of business.

CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY

12. COUNCIL PREMISES (MUSEUM)

(**CONFIDENTIAL** – by virtue of relating to matters of a legal, financial, staffing or contractual nature affecting persons other than the Council)

To consider an oral report from the General Manager regarding prospective works in connection with the above premises.

13. TOWN HALL & MARKETS TEAM STAFFING

(**CONFIDENTIAL** - by virtue of relating to matters of a legal, financial, staffing or contractual nature affecting persons other than the Council)

To receive an oral update from the General Manager.

14. INTERNAL AUDITOR REPORT

(**CONFIDENTIAL** – by virtue of relating to matters of a legal, financial, staffing or contractual nature affecting persons other than the Council)

To receive and note a report of the Council’s Internal Auditor and accompanying email providing system assurance (to follow).

15. GUILDHALL GATEWAY CENTRE

(**CONFIDENTIAL** – by virtue of relating to matters of a contractual and/or legal or financial nature affecting persons other than the Council)

- a) **ADVISORY FORUM** - to receive, for information, the Draft Notes of the Meeting of the Guildhall Gateway Centre Advisory Forum held on 22nd October, 2021 (to follow);
- b) **PROJECT PROGRESS** – to receive, for information, details of project funding and spend against budget to date (to follow).

**USE OF TELEVISED & SOUND RECORDINGS
AT COUNCIL & COMMITTEE MEETINGS**

Televised, vision and sound recordings or live broadcastings by Members of the Press or Public at Council or Committee debates they are entitled to attend are permitted and anyone wishing to do so is asked to inform the Chairman of the respective Meeting of their intention to record proceedings.

Privacy - to view a copy of the Council's Privacy Notice visit
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