



Tavistock Town Council

Working for the local community

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10th May 2022

Dear Councillor

I hereby give you notice that a Meeting of the **BUDGET & POLICY COMMITTEE** will be held on **MONDAY 16th MAY, 2022** at **5.30pm** in the **COUNCIL CHAMBER, DRAKE ROAD, TAVISTOCK** (please note change of day).

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 (to be confirmed)

Councillor tbc	Mayor - ex officio
Councillor tbc	Deputy Mayor – ex officio
Councillor A Hutton	Immediate Past Mayor -ex officio

Councillors (4) to be appointed

AGENDA

- 1. ELECTION OF A CHAIRMAN**
To invite nominations for the election of Chairman of the Budget & Policy Committee for the 2022-23 Civic Year.
- 2. ELECTION OF A VICE CHAIRMAN**
To invite nominations for the election of Vice Chairman of the Budget & Policy Committee for the 2022-23 Civic Year.

3. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

4. CONFIRMATION OF MINUTES

To confirm the Minutes of the Meeting of the Budget & Policy Committee held on 29th March, 2022 (previously circulated).

5. DECLARATIONS OF INTEREST

To receive any Declarations of Interest.

ITEMS FOR RECOMMENDATION TO COUNCIL

6. REFUSE COLLECTION IN TAVISTOCK

To consider the response of West Devon Borough Council to concerns previously raised regarding refuse collection and the operation of associated contracts (Minute No 391(d) refers) (enclosed)

7. COUNCIL FINANCIAL POLICIES & PROCEDURES

To consider the report of the Town Clerk setting out various policies and practices for periodic review and adoption (enclosed).

8. USE OF COLOURED PAPER

To consider the report of the Assistant to the Town Clerk in connection with the above (enclosed)

ITEMS CIRCULATED FOR INFORMATION ONLY

9. PLATINUM JUBILEE OF HER MAJESTY QUEEN ELIZABETH II

To receive and review an oral update from the General Manager outlining, in detail, the activities being undertaken and supported by the Town Council to support the event and associated arrangements.

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 RECOMMENDATION TO COUNCIL

12. COUNCIL PROPERTIES & PROSPECTIVE COMMITMENTS

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

To consider the report of the General Manager setting out issues and options to assist in the identification and prioritisation of achievable capital works within available resources (to follow).

13. MARKET ROAD - RETAINING WALL

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

To consider the report of the General Manager in connection with arrangements to initiate the scoping of, and professional services for, remedial works to the above (to follow).

14. TAVISTOCK HERITAGE TRUST – REQUEST FOR ADDITIONAL FUNDING FACILITY

(**CONFIDENTIAL** by virtue of relating to legal &/or commercial matters, staffing and/or the financial/business affairs of a person or person other than the Council)

To consider the report of the Town Clerk in connection with the above (enclosed)

15. MATTERS RAISED BY A TENANT

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

To consider the report of the Town Clerk in connection with the above (enclosed)

16. BAR STOCK AUDIT AND YEAR END CERTIFICATE

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

To receive and review the Bar Stock Audit and Year End Certificate (enclosed).

CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY

17. 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 report on progress attaching to the recruitment into vacant posts across the organisation and related matters, including recruitment and retention more widely.

18. COUNCIL FINANCES

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

To review the preliminary report of the Town Clerk in connection with the anticipated position as indicated at closedown of the 2021-22 Financial Year (a written report will follow if available, if not an oral report will be made).

**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.

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