



Tavistock Town Council

Working for the local community

Town Council Offices
Drake Road Tavistock
Devon PL19 0AU

Tel: 01822 613529
Fax: 01822 618300
E-mail: office@tavistock.gov.uk
Website: www.tavistock.gov.uk

25th November 2015

Dear Councillor

I hereby give you notice that a Meeting of the **PROPERTIES COMMITTEE** will be held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 1st DECEMBER, 2015** at **6:30pm.**

Yours faithfully

Carl Hearn
Town Clerk

MEMBERSHIP OF COMMITTEE

Councillor C Rogers (Chairman)
Councillor Mrs L Roberts (Vice Chairman)

Councillors T Gibbins, E Sanders, A Venning, P Ward, Mrs J Whitcomb

Councillor Mrs S Bailey (Mayor)
Councillor Mrs M Ewings (Deputy Mayor)

Councillor H Smith (Chairman Finance & General Purposes Committee)

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. DECLARATIONS OF INTEREST

To receive disclosures of unregistered other interests from Councillors on matters to be considered at the meeting. The disclosure shall include the nature of the interest. If a Member becomes aware, during

the course of a meeting, of an interest that has not been disclosed under this item they must immediately disclose it.

Under the Code of Conduct Councillors with a registerable interest must leave the room for the duration of consideration of the Item to which the interest relates. Those with a "other" interest, must apply the tests set out in the Code of Conduct as to whether or not there are circumstances which might enable them to remain.

3. CONFIRMATION OF MINUTES

- a) To confirm the Minutes of the Meeting of the Properties Committee held on Tuesday 20th October, 2015 as a correct record (previously circulated)
- b) Matters arising – to review the Log of outstanding actions for the Properties Committee (circulated separately)

4. ITEMS FOR INFORMATION

To note the following matters which are circulated for information only:-

- a) **Service Reports** – to receive the following reports:
 - i. General Manager's Report (enclosed);
 - ii. Works Department Report (enclosed);
 - iii. Pannier Market Report (enclosed);
 - iv. Town Hall Report (enclosed).

5. 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.

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 are permitted and anyone wishing to do so is asked to inform the Chairman of the respective Committee of their intention to record proceedings.