



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

12th October 2015

Dear Councillor

I hereby give you notice that a Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** will be held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 20th OCTOBER 2015** at **7:00pm** or upon the rising of the Properties Committee, whichever is the later.

Yours faithfully

Carl Hearn
Town Clerk

MEMBERSHIP OF THE COMMITTEE

Councillor H Smith (Chairman)
Councillor Mrs A Johnson (Vice-Chairman)

Councillors A Lewis, J Moody, P Palfrey, P Sanders, J Sheldon, P Williamson.

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

Councillor C Rogers (Chairman - Properties 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 Finance and General Purposes Committee held on Tuesday, 1st September 2015 (previously circulated).
- b) Matters arising – to review the Log of outstanding actions for the Finance and General Purposes Committee (circulated separately)

4. MEETING OF THE PROPERTIES COMMITTEE HELD EARLIER THAT EVENING

The Chairman of the Properties Committee to report on any recommendations with a financial implication

5. GENERAL FINANCE

- a) **Schedule of Payments** – to consider the monthly accounts, as at 31st August, and 30th September 2015 for submission to the next Council Meeting (a Schedule of all payments is enclosed)
- b) **Budget Monitoring Report** – to consider the phased Budget Monitoring Report as at 30th September, 2015 (enclosed)
- c) **Audit 2014-15** – Notice of outcome. A clear (unqualified) report has been received. One administrative observation was made regarding the different separate recording of systems of internal control which will be progressed in liaison with the Accountant and Auditors to the Council

NOTE – should Members have any detailed questions concerning any payments or other financial matters they should be passed to the Internal Auditor or the General Office well in advance of the Meeting in order that enquiries may be undertaken and an informed response prepared.

6. FORWARD PLANNING POLICY & PROGRAMME SUB-COMMITTEE

To consider the Minutes of the Meeting held on 22nd September, 2015 (enclosed together with related information regarding the THI operating arrangements and Tavistock Heritage).

7. ITEMS REQUIRING A DECISION

To consider the following items requiring a decision:

- a) **S106 Monies**
Request from West Devon Borough Council regarding Whitchurch Pre-School (enclosed)

b) **Committee Arrangements Task & Finish Group**

To consider the Notes of the Meeting held on 21st September, 2015 (enclosed)

8. ITEMS FOR INFORMATION

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

- a) Tavistock Townscape Heritage Initiative Project Management Board - to consider the Minutes of the Meeting of the Project Management Board held on 12th October, 2015 (to follow)
- b) Chamber of Commerce – Minutes of the Meetings held on 3rd August & 7th September, 2015 (enclosed)
- c) Tavistock Matters – Notes of the Meeting held on 14th September, 2015 (enclosed)
- d) Devon Association of Local Councils – Minutes of the Meeting held on 7th September, 2015 (enclosed)
- e) Tavistock BID Ltd – Minutes of the Meeting held on 16th September, 2015 (enclosed)
- f) Report of the Assistant to the Town Clerk (enclosed)
- g) Tavistock Edge – to receive correspondence (enclosed)
- h) Items for future Agendas – to make suggestions to the Borough Council regarding proposed Agenda items for future meetings of the Southern Links Parishes Committee.
- i) Any update from or questions to Council representatives serving on other outside bodies in connection with the work of those bodies.

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

Matters which the Chairman decides are urgent and the reasons relating thereto.

10. 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/Public be excluded from the Meeting for the following item(s) of business

11. DEBTORS

(CONFIDENTIAL) by virtue of relating to commercially sensitive information)

Report enclosed

12. TOWN HALL STOCK REPORT

(CONFIDENTIAL) by virtue of relating to commercially sensitive information

Report enclosed

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.