



8th January, 2014

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 14th JANUARY 2014** at **7:00pm*** or upon the rising of the Properties Committee Meeting, whichever is the later.

Yours faithfully

Carl Hearn
Town Clerk

MEMBERSHIP OF THE COMMITTEE**

Councillor Mrs A Johnson (Chairman)
Councillor Mrs M Ewings (Vice Chairman)

Councillors D Eberlie, Mrs J Metcalf, P Sanders, D Whitcomb, J Moody

Councillor H Smith (Mayor) Councillor J Sheldon (Deputy Mayor)

Councillor Mrs S Bailey (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 you become aware, during the course of a meeting, of an interest that has not been disclosed under this item, you must immediately disclose it.

Under the Code of Conduct Councillors with an interest – whether or not it is a disclosable pecuniary interest, or other interest, must leave the room for the duration of consideration of the item to which the interest relates.

Please note

*amended start time following discussion in the last round of Meetings

** Councillor A Fleet has yet to be appointed by Council to a Committee

3. CONFIRMATION OF MINUTES

- a) To confirm the Minutes of the Meeting of the Finance and General Purposes Committee held on 3rd December, 2013 as a correct record (previously circulated)
- b) Matters arising – to review the Action Log 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 30th November 2013, for submission to the next Council Meeting (a schedule of all payments is enclosed)

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.

- b) **Budget Monitoring Report** – to consider the phased Budget Monitoring Report as at 30th November 2013
- c) **Internal Audit Report** – December 2013 (enclosed/to follow)

6. COUNCIL PRECEPT & BUDGET & RELATED MATTERS

a. Forward Planning Policy and Programme Sub-Committee

To consider the Minutes of the Meeting held on 16th December, 2013 (enclosed)

b. Council Precept and Budget (Min No 299 (b) refers)

To endorse the recommendation, namely:

- i. Subject to any necessary amendments required to give effect to the other recommendations included within the report to the Sub-Committee the proposed Draft Budget for 2014/15 as submitted to it and circulated to Council be adopted.
- ii. The Precept charge for a Band D Property be held unchanged at £112.08 in 2014-15 equating to a total Precept figure for the Council of £522,885.

c. Guildhall Car Park

- i) to consider the report of the Works Superintendent (Minute No 300 refers) (enclosed)
- ii) to consider an item included on the Agenda at the request of Councillor J Sheldon – ‘Guildhall Car Park and Market Road Parking’ – note also included on the Properties Agenda (Members are requested to bring with them to the Meeting the Properties Committee Agenda).

7. REVIEW OF PROCEDURAL STANDING ORDERS AND FINANCIAL REGULATIONS

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

8. ELECTORAL REVIEW OF WEST DEVON

To Consider correspondence from the Local Government Boundary Commission (enclosed)

9. REQUESTS/OTHER ITEMS REQUIRING A DECISION

To consider the following item requiring a decision:-

- a) Parking Permits – for Council to authorise and determine to whom to issue permits for the Guildhall Car Park – included on the Agenda at the request of Councillor J Sheldon note the Councillor report is included on the Properties Agenda together with a copy of current requirements attaching to issue.

10. ITEMS FOR INFORMATION

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

- a) Jessie Ann Alford Charity – Report of Disbursements 2013 (enclosed)
- b) Report of the Assistant to the Town Clerk (enclosed)
- c) Tavistock Matters – Notes of the Meeting held on 25th November 2013 (previously circulated)
- d) Chamber of Commerce – Minutes of the Meeting held on the 6th January 2014 (to follow if available)
- e) Tavistock BID – Notes of the Meeting held on 21st November, 2013 (enclosed)
- f) Southern Link Committee – Notes of the Meeting held on 5th December (enclosed)
- g) Tavistock Museum Trust – Minutes of the Autumn Meeting (enclosed)
- h) Items for future Agendas – to make suggestions to the Borough Council regarding proposed Agenda items for future meetings of the :-
 - i. Southern Link Parishes Committee
 - ii. West Devon/Tavistock Consultative Group
- i) Connecting Devon and Somerset – update (enclosed)
- j) Member Allowances – to report receipt of Correspondence from West Devon Borough Council
- k) Any update from or questions to Council representatives serving on other outside bodies in connection with the work of those bodies

11. 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.

12. 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 discussed to consider that the press/public be excluded from the Meeting for the following item(s) of business

13. DEBTORS

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

Report enclosed

14. GUILDHALL*

(CONFIDENTIAL) by virtue of relating to legal matters)

- a) To consider how best to proceed – Minute No's 282 and 282(a) refer (correspondence from the Council's Property Agent to follow)
- b) Update in relation to discussions pursuant upon Minute No 225 (to follow/oral report as appropriate)

15. LEGAL PROCEEDINGS - OUTCOME OF MARKET TRADER CASE*

(CONFIDENTIAL) by virtue of relating to legal matters)

Report enclosed.

16. REVIEW OF STAFFING ARRANGEMENTS*

(CONFIDENTIAL) by virtue of relating to matters appertaining to an identified individual or group of individuals and related contractual issues)

- a. Staff Consultation Responses (Report enclosed)
- b. Office Staff Structure (Report enclosed)

* NOTE:- indicates all Members of Council are invited to attend to hear the discussion in connection with these items. Members are requested to bring with them to the Meeting copies of the related information circulated in the last round of meetings where applicable.