



QUALITY
TOWN
COUNCIL

Town Council Offices
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19th February 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 25th FEBRUARY 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,
A Fleet

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.

3. CONFIRMATION OF MINUTES

- a) To confirm the Minutes of the Meeting of the Finance and General Purposes Committee held on 14th January 2014 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 31st January 2014, 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 31st January 2014
- c) **Internal Audit Report** – (enclosed)
- d) **Local Audit and Accountability Act 2014**

6. REQUESTS/OTHER ITEMS REQUIRING A DECISION

To consider the following item requiring a decision:-

- a) Council ICT Update Report (enclosed)
- b) Market testing of professional services – legal services update (oral report)
- c) The Wharf – Grant Application (enclosed)
- d) TAP Fund Application – support requested from Gulworthy Parish Council (enclosed)

7. ITEMS FOR INFORMATION

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

- a) Report of the Assistant to the Town Clerk (enclosed)

- b) Chamber of Commerce – Minutes of the Meeting held on the 3rd February 2014 and the Minutes from the Annual General Meeting held on the same date (enclosed)
- c) **Townscape Heritage Initiative - Notes**
- d) Tavistock Museum Trust – Annual Report Spring 2014 (enclosed)
- e) Tavistock BID Company – Minutes of the Meeting held on the 16th January 2014 (enclosed)
- f) Update from Kingdon House Community Association (enclosed)
- g) West Devon/Tavistock Consultative Liaison Group – Notes from the Meeting held on Wednesday 4th December 2013. The next Meeting will be held on Wednesday 19th March 2014.
- 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) Any update from or questions to Council representatives serving on other outside bodies in connection with the work of those bodies

8. 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.

9. 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

10. DEBTORS

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

Report enclosed

11. COMPLAINTS