



Tavistock Town Council

Working for the local community

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25th August 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 SEPTEMBER, 2015** at **6:30pm.**

Yours faithfully

Carl Hearn
Town Clerk

MEMBERSHIP OF COMMITTEE

Councillors T Gibbins, Mrs L Roberts, C Rogers, E Sanders, A Venning, P Ward, Mrs J Whitcomb

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

Councillor to be appointed (Chairman Finance & General Purposes Committee)

AGENDA

1. ELECTION OF CHAIRMAN

To elect the Chairman of the Properties Committee for the ensuing Civic year

2. ELECTION OF VICE CHAIRMAN

To elect the Vice-Chairman of the Properties Committee for the ensuing Civic year

3. APOLOGIES FOR ABSENCE

To receive any apologies for absence .

4. 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.

5. CONFIRMATION OF MINUTES

- a) To confirm the Minutes of the Meeting of the Properties Committee held on Tuesday 7th April, 2015 as a correct record (enclosed)
- b) Matters arising – to review the Log of outstanding actions for the Properties Committee (circulated separately)

6. APPOINTMENTS

To recommend appointments to Council in respect of the Membership of the:

- a. **Town Hall & Pannier Market Consultative Group** (up to 5 Members)
- b. **Whitchurch Down Consultative Group** (up to 4 Members)
- c. **Goose Fair Consultative Group** (3 Members)

7. SERVICE PLANNING 2015-16

To consider and endorse the following Service Plan for adoption by Council as a basis for the delivery of Council Services 2015-16 together with accompanying updates on progress against the previous year:

- a) Commercial/Community Services (enclosed)

8. 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).
- b) Butchers Hall – Progress Report (Update enclosed)
- c) Guildhall – Progress report (Oral update)

9. 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.