



Tavistock Town Council

Working for the local community

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26th April 2016

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 3rd MAY 2016** 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 5th April, 2016 as a correct record (previously circulated)
- b) Matters arising – to review the Log of outstanding actions for the Properties Committee (circulated separately)

4. CONSULTATIVE GROUP

To consider the Notes of the:

- a) **Whitchurch Down Consultative Group** – Meeting held on the 26th April, 2016 (to follow)

5. 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 and Pannier Market Review Report - as previously requested by Council (enclosed);
 - iv. Town Hall Report (enclosed).

6. ITEMS REQUIRING A DECISION

To consider the following items requiring a decision: -

- a) **Cemetery** – to review, consider and adopt the
 - Draft Cemetery Rules & Regulations (enclosed);
 - Draft Green Burial Policy and Monumental Mason information (enclosed)
- b) **Letting of Council Premises – Tenant Surety** (Note this item has also been submitted to the FGP Committee which is responsible for the financial aspects of same – correspondence to follow. Members are also asked to bring with them to the Meeting the Report submitted to the Meeting of the Forward Planning, Policy & Programme Sub-Committee held on 15th February 2016 and the views of the Chairman of the Properties Committee subsequently circulated to all Councillors).

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

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

8. 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

9. PROPERTY MATTERS

(CONFIDENTIAL) by virtue of relating to confidential and commercial matters affecting persons other than the Council)

To receive any oral update in connection with matters presently tasked for action by Council.

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.