

**AGENDA ITEM No 5(c)**

**MINUTES** of the Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **3<sup>rd</sup> December 2013** at **7:15pm**

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

Councillors D Eberlie, P Sanders, J Moody, D Whitcomb.

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

Councillor Mrs S Bailey (Chairman Properties Committee)

**IN ATTENDANCE** Town Clerk, Works Superintendent, Assistant to the Town Clerk

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**272. APOLOGIES FOR ABSENCE**

An apology for absence had been received from Councillor Mrs J Metcalf.

**273. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**274. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Finance and General Purposes Committee held on 22<sup>nd</sup> October, 2013 be confirmed as a correct record and signed by the Chairman.

**275. MEETING OF THE PROPERTIES COMMITTEE HELD EARLIER THAT EVENING**

The Chairman of the Properties Committee drew the attention of the Finance and General Purposes Committee to a recommendation arising from the meeting held earlier that evening in connection with rent reviews.

**Noted That:-**

- a) Councillor Mrs M Ewings declared an interest in the above matter by virtue of a lease;
- b) It was confirmed the decision sought by the Properties Committee would be consistent with that made in previous years.

**276. GENERAL FINANCE**

a) **Schedule of Payments**

The Committee considered the monthly accounts for submission to the next Council Meeting (Appendix 1).

b) **Budget Monitoring Report**

The Committee received and considered a copy of the Budget Monitoring Report as at 31<sup>st</sup> October, 2013 (Appendix 2).

**277. FORWARD PLANNING, POLICY AND PROGRAMME SUB-COMMITTEE**

The Committee received the Minutes of the Meeting of the Forward Planning, Policy and Programme Sub-Committee held on 5<sup>th</sup> November, 2013 (Appendix 3) arising from which it was:-

RECOMMENDED THAT

i) The draft Tavistock Town Council Budget 2014-15 be amended, as appropriate, to incorporate the changes listed in the report of the meeting prior to final consideration by the Sub-Committee at its December meeting.

ii) The Council be invited to consider an increase in car parking charges for the Guildhall Car Park to 40p per half hour and 80p per hour.

iii) Tavistock Town Council refer a matter in relation to Councillor conduct to the Standards Committee of West Devon Borough Council to consider and investigate whether or not any breaches of the Member Code of Conduct had occurred.

**278. REQUESTS/OTHER ITEMS REQUIRING A DECISION**

a) **Friends of the Wharf – Request for Support**

The Committee considered a request from the “Friends of the Wharf” inviting Council to consider submitting a letter in support of an application to BIFFA for the upgrading of cinema and auditorium/gallery facilities.

RECOMMENDED THAT the Council indicate its support, in principle, for the proposal.

**279. ITEMS FOR INFORMATION**

The following items had been circulated for information only and were noted:-

a) Tavistock Goose Fair 2013 – Schedule of Income and Expenditure (Appendix 4).  
Noted That, arising from consideration of the above and in response to a question the Committee was advised of the basis for the variation in income/expenditure figures as compared between 2013 and 2011.

b) Report of the Assistant to the Town Clerk (Appendix 5).  
Noted That appreciation was expressed to those involved in the organisation of the recently held Civic Service.

- c) Standing Order Working Party – Notes of the Meeting held on 25<sup>th</sup> November, 2013 (Appendix 6).
- d) Chamber of Commerce – Minutes of the Meeting held on 4<sup>th</sup> November, 2013 (Appendix 7)
- e) Townscape Heritage Partnership – Draft Minutes of the Meeting held on 7<sup>th</sup> November 2013 (Appendix 8).
- f) Superlink – Notes of the Meeting held on 24<sup>th</sup> October, 2013 (Appendix 9).
- g) Items for future agendas - no items were suggested.

**280. PUBLIC BODIES (ADMISSIONS 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 it was:-

RESOLVED THAT the Press and Public be excluded from the Meeting for the following items of business

**281. REVIEW OF STAFFING ARRANGEMENTS**

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

The Committee considered the report of the Town Clerk in respect of the above pursuant to that submitted at the previous meeting. It set out proposals for a staffing structure building upon progress with interim operating arrangements to provide continuity and improve capacity.

Following a period of discussion regarding how best to take the matter forward the consensus of opinion was that an informal meeting be arranged at which all members of Council are invited to attend to provide an opportunity to discuss and explore options to inform the deliberations of Council.

**282. GUILDHALL**

(**CONFIDENTIAL** by virtue of relating to legal matters).

The Committee was updated in relation to progress regarding the Guildhall. In connection with a somewhat related matter raised and with the consent of the Chairman, it was further:

RECOMMENDED THAT the Council pursue the course of action set out in the appended exempt Minute Number 282(a).

**283. LEGAL PROCEEDINGS**

(**CONFIDENTIAL** by virtue of relating to legal matters).

The Committee was updated in connection with upcoming legal proceedings in which the Council was involved.

**284. DEBTORS**

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

The Committee considered and noted the list of all those with debts to the Council dating from earlier than the last quarter day and received updates, where relevant, in respect of same.

In particular it was advised in relation to Item B of the quantum of the anticipated costs associated with the proceedings authorised by Council in connection with same.

The Meeting closed at 9.10 p.m.

Signed.....  
CHAIRMAN

Dated.....



**AGENDA ITEM No 5(c)**

**MINUTES** of the Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **22<sup>nd</sup> October 2013** at **8:09pm**

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

Councillors D Eberlie, J Moody, D Whitcomb.

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

Councillor Mrs S Bailey (Chairman Properties Committee)

**IN ATTENDANCE** Town Clerk, Works Superintendent, Assistant to the Town Clerk

Note:- the Meeting was preceded by presentations from two companies in connection with options for the delivery of the Council's ICT requirements.

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**212. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors Mrs J Metcalf and P Sanders.

**213. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**214. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Finance and General Purposes Committee held on 3<sup>rd</sup> September, 2013 be confirmed as a correct record and signed by the Chairman.

Noted That arrangements were being progressed for the next meeting of the Standing Orders Working Group.

**215. MEETING OF THE PROPERTIES COMMITTEE HELD EARLIER THAT EVENING**

The Chairman of the Properties Committee reported that there were two recommendations with a significant financial implication arising from the public section of the Properties Committee Meeting held earlier that evening (in connection with replacement of vehicle and provision of play equipment) together with a further exempt item.

**216. GENERAL FINANCE**

a) **Schedule of Payments**

The Committee considered the monthly accounts for submission to the next Council Meeting (Appendix 1).

b) **Budget Monitoring Report**

The Committee received and considered a copy of the Budget Monitoring Report as at 30<sup>th</sup> September 2013 (Appendix 2).

**217. FORWARD PLANNING, POLICY AND PROGRAMME SUB-COMMITTEE**

The Committee received the Minutes of the Meeting of the Forward Planning, Policy and Programme Sub-Committee held on 1<sup>st</sup> October, 2013 (appendix 3) arising from which it was:-

**RECOMMENDED THAT**

i) Tavistock Town Council seek to maintain its Precept income in the 2014-15 financial year unchanged at the 2013-14 level of five hundred and eighteen thousand two hundred pounds.

ii) Endorse that in respect of the next financial year:-

- a) The suggestion that Car Parking Charges for the Guildhall Car Park be increased be referred to the next meeting of the Forward Planning, Policy and Programme Sub-Committee for more detailed consideration;
- b) The Council make provision within the salaries and wages budget head for an increase of up to 1.5% together with any contingency it might consider appropriate in respect of the possible outcome of the review of staffing arrangements of the Council;
- c) When considering what projects and activities to undertake it consider focusing its support on those areas where it is either under a statutory obligation or where it identifies a community benefit.

Noted That in particular reference was made to the risks and issues associated with diminishing Precept income arising from arrangements for the localisation of Council Tax (ultimately likely to lead to a decrease in income for the Town Council from the Precept of in excess of 10%).

**218. REQUESTS/OTHER ITEMS REQUIRING A DECISION**

a) **TAP Fund**

All Members had been invited to consider bringing proposals before the Committee in connection with the above fund. Arising from same consideration was given to the suggestion that, working with other Parish Councils in the surrounding locality, the Town Council might endorse arrangements for a “Youth Network for Tavistock”.

**RECOMMENDED THAT** Tavistock Town Council lend its support to the proposal and that an application be made for TAP Funding in support of a “Youth Network for Tavistock”.

**219. ITEMS FOR INFORMATION**

The following items had been circulated for information only and were noted:-

- a) Tavistock Matters – Notes of the Meeting held on 30<sup>th</sup> September , 2013 (Appendix 4)
- b) Report of the Assistant to the Town Clerk (Appendix 5)
- c) Items for future Agendas
  - i. Southern Link Committee – no items were suggested
  - ii. West Devon/Tavistock Consultative Liaison Group – no items were suggested.

Noted That the Minutes of the Meeting of the Chamber of Commerce held on 7<sup>th</sup> October, 2013 were not yet available. There was no update from or questions to Council representatives serving on other outside bodies in connection with the work of those bodies.

**URGENT ITEM**

The following item was taken by the Chairman as a matter of urgency in view of the need to be compliant with insurance requirements.

**220. INSURANCE REQUIREMENTS**

The Committee was advised that arising from discussions with the Council's insurer provision of a secure storage unit was needed within the Town Hall for certain items of Council Regalia.

RECOMMENDED THAT the Council agree a transfer from reserves in order to meet storage standards in respect of the above.

**221. PUBLIC BODIES (ADMISSIONS 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 it was:-

RESOLVED THAT the Press and Public be excluded from the Meeting for the following items of business

**222. LEGAL AND FINANCE MATTERS**

(**CONFIDENTIAL** – by virtue of relating to legal and financial matters)

Reference was made in connection with the above to the recommendation of the Properties Committee in respect of a request received for the acceptance of surrender of a lease and related matters.

**223. ORGANISATIONAL OPERATING STRUCTURE**

(**CONFIDENTIAL** by virtue of relating to confidential and financial matters relating to persons (staff) other than the Council)

The Committee considered the report of the Town Clerk in respect of the above which set out options, in particular drawbacks associated with previous operating arrangements and proposals for a staffing structure which built upon progress with interim operating arrangements with a view to providing continuity and improving capacity.



Following a period of discussion regarding past and proposed operating arrangements it was:

RECOMMENDED THAT Tavistock Town Council

- i) adopt in principle the revised staffing structure set out in the report;
- ii) undertake a review of the organisational and operating structure of the office relative to the revised structure and the needs of the organisation going forward with a report on the matter being brought before the next round of meetings.

Noted That

- a) Confidential information (alleged disclosure) - concern was expressed regarding allegations of a breach of conduct – namely the sharing of confidential information by a Member with potentially affected staff. Arising from same it was:-

RECOMMENDED THAT this matter be referred to the Forward Planning, Policy and Programme Sub-Committee for further consideration and preliminary enquiries be made of the Monitoring Officer of West Devon Borough Council as to how best to proceed.

- b) Following a brief introduction of work undertaken during the interim review of operating arrangements the Works Superintendent and Assistant to the Town Clerk declared an interest in the above matter and left the room during consideration thereof.

**224. COUNCIL ICT SUPPORT**

(**CONFIDENTIAL** by virtue of relating to matters appertaining to a proposed contract and/or the business affairs of a person other than the Council)

The meeting had been preceded by submissions by two ICT providers – Microshade and Nexus. The Committee proceeded to consider the report of the Assistant to the Town Clerk in connection with same including, in particular, reference to the importance attached to software and support functionality for elected Members in the conduct of their duties.

RECOMMENDED THAT:-

- a) Nexus be thanked for their presentation but advised that the Council did not wish to proceed with their proposal at this time;
- b) The Forward Planning, Policy and Programme Sub-Committee give consideration as to how best the Council might proceed in relation to the provision of Council ICT and support.

**225. GUILDHALL**

(**CONFIDENTIAL** by virtue of relating to legal matters).

The Council considered the report of the Town Clerk in connection with the above together with a summary of issues discussed with the other party as previously authorised. Concern was expressed, in particular, in relation to certain suggested considerations.

RECOMMENDED THAT Tavistock Town Council at its Meeting on the 29<sup>th</sup> October, 2013 further consider this matter and how best to proceed.

**226. COMPLAINT**

(**CONFIDENTIAL** by virtue of relating to the personal information of an individual and/or legal matters).

The Clerk advised that a complaint had been received in connection with matters appertaining to a tenancy of the Council. In the particular circumstances of the case the Council could either seek to appoint a group of Members to determine the complaint or authorise the Clerk to do same.

RECOMMENDED THAT authority be granted to the Town Clerk, according to the range of powers available to the Council, to hear and determine the identified complaint.

**227. DEBTORS**

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

The Committee considered and noted the list of all those with debts to the Council dating from earlier than the last quarter day and received updates, where relevant, in respect of same.

In particular the previous authorisation to bring proceedings (Minute No 160 (b) refers) was noted and the Committee was advised that notice would be served shortly in accordance with the instructions of Council.

**228. TOWN HALL BAR STOCK AUDIT**

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

The Committee received the stock report of the previous quarter.

Noted That Councillor Mrs M Ewings declared a personal non-prejudicial interest in the above item by virtue of employment of a family member.

The Press and Public were re-admitted to the meeting.

The Meeting closed at 10.15 p.m.

Signed.....  
CHAIRMAN

Dated.....

**AGENDA ITEM No 5(c)**

**MINUTES** of the Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **3rd SEPTEMBER 2013** at **7:15pm**

**PRESENT** Councillor Mrs M Ewings (Vice Chairman)  
Councillors P Sanders and D Whitcomb,  
  
Councillor H Smith (Mayor)  
Councillor J Sheldon (Deputy Mayor)  
  
Councillor Mrs S Bailey (Chairman Properties Committee)

**IN ATTENDANCE** Town Clerk, Works Superintendent, Assistant to the Town Clerk and  
Councillor J Moody

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**151. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors Mrs A Johnson (Chairman), D Eberlie and Mrs J Metcalf.

**152. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**153. CONFIRMATION OF MINUTES**

a) **RESOLVED THAT** the Minutes of the Meeting of the Finance and General Purposes Committee held on 16th July 2013 be confirmed as a correct record and signed by the Vice Chairman, in the absence of the Chairman.

b) Matters arising –

Minute 220a on Action Log;

A date for the next Working Party Meeting was to be arranged shortly.

Minute 474 on Action Log;

The Town Clerk confirmed response from the Monitoring Officer at West Devon Borough Council was awaited. The issue would remain on the Action Log until that response had been received.

**154. MEETING OF THE PROPERTIES COMMITTEE HELD EARLIER THAT EVENING**

The Chairman of the Properties Committee reported that there were no recommendations with a significant financial implication arising from the public section of the Properties Committee Meeting held earlier that evening.

**155. GENERAL FINANCE**

a) **Schedule of Payments**

The Committee considered the monthly accounts for submission to the next Council Meeting (Appendix 1).

b) **Budget Monitoring Report**

The Committee received and considered a copy of the Budget Monitoring Report as at 31st July 2013 (Appendix 2).

c) **Annual Return 2012-13**

The Town Clerk reported that the External Auditor had confirmed that the Annual Return was in accordance with proper practices and no matters had come to their attention giving cause for concern. A minor correction and clarification were noted.

**156. DEVELOPMENT TO THE SOUTHWEST OF TAVISTOCK – COMMUNITY AND INFRASTRUCTURE FACILITIES (Appendix 3)**

The Committee considered the Report of the Town Clerk. It was felt that there were a range of opportunities for the area, and that the Town Council should be included in the decision making process. However it was felt that it was too early in the process for any proposals to be put forward at this time

**RECOMMENDED THAT**

- i. Tavistock Town Council authorise the Clerk, on a without prejudice basis, to enter into discussions with the local planning authority and developer, as appropriate, with a view to identifying the potential for:-
  - a. The identification of provision for/incorporation of an extension to the Town Cemetery and ancillary facilities upon the site;
  - b. identification of the issues and options associated with future management of the public open space/green infrastructure upon the site and any role this Council might have/consider.

A report be made back to the Council on progress and for further instructions in due course.
- ii. The Town Council reiterate
  - a. the importance it attaches to the “hub and spoke” principle for the delivery of an integrated approach to play areas in the Town because of its significance in contributing to community cohesion and the continuing vitality of both the commercial and recreational areas of the Town Centre;
  - b. the importance it attaches to the Town Council being an active partner in the development of the terms of the S106 Planning Obligation.

**157. REQUESTS/OTHER ITEMS REQUIRING A DECISION**

- a) **Tavistock Town Council (Off-Street Parking Places) Amendment Order No1 2013** (Appendix 4)

RECOMMENDED THAT Tavistock Town Council adopt the Tavistock Town Council (Off-Street Parking Places) Amendment Order No1 2013 and confirm to West Devon Borough Council its support for implementation of same.

- b) **TAP Fund**

- i. **TASS** (Appendix 5) –

The Committee considered a letter received from Buckland Monochorum Parish Council regarding a suggestion for the use of monies from the TAP Fund.

In the ensuing discussion the view was expressed that whilst TASS was very highly regarded, it was inappropriate to spend a large proportion of the Fund on this one suggestion without investigating other uses first.

RECOMMENDED THAT

- a) Tavistock Town Council write to Buckland Monochorum Parish Council on the basis that it was not in a position to support the proposal at this time and pending a review of other potential applications for the TAP Fund;
- b) An item be placed on the Agenda for the next meeting of the Committee in connection with the application of TAP monies.

It was furthermore noted that TASS could be encouraged to apply to Tavistock Town Council for a Grant, at the appropriate time. Also, the Southern Links representatives from the Council should be given an indication on how to proceed when this came to that Committee in December 2013.

- ii. **Member Training and Development** (Appendix 6)

Councillor J Sheldon gave an oral update.

- c) **Okehampton – Exeter Railway Service** (Appendix 7)

The Committee considered a letter from Okehampton Town Council in connection with the above arising from which it was:

RECOMMENDED THAT the Town Council write to Okehampton Town Council and the local Members of Parliament (Geoffrey Cox and Mel Stride) strongly supporting the proposals.

d) **Casual Vacancies**

The Town Clerk confirmed that two applications had been received for co-option, and these would be circulated to Members for their consideration. Both applicants would be invited to present to the Full Council on Tuesday 10th September 2013 in accordance with past practice.

In response to a Members Question it was also the consensus of opinion that the Clerk should appropriately write to the Tavistock Times setting out the reasons why the Council had not sought poll cards for the recent by-election.

e) **Social Media** (Appendix 8)

The above item had been placed on the agenda at the request of Councillor J Sheldon..

In the ensuing discussion

- reference was made to the importance attached to developing a co-ordinated approach to public relations in the future by the Council and introducing resource and capacity to deliver same;
- the consensus being that, at this time, the Town Council could appropriately introduce a Social Media presence (both Twitter and Facebook) delivered in such a way as to minimise the impact on cost and capacity. It was noted that a Council Facebook account had been established and a Twitter account would be established shortly.

RECOMMENDED THAT the suggested Twitter account be set up in the Town Council's name prior to the end of September 2013.

158. **ITEMS FOR INFORMATION**

The following items had been circulated for information only and were noted:-

a) **Tavistock Townscape Heritage Initiative (Development Phase)**

The Town Clerk gave an oral update. He confirmed that a Public Realm Consultant had been appointed, with interviews for the Project Manager role taking place shortly. An update would be given at Full Council.

The Clerk also confirmed that Members would be receiving an invitation to a workshop in connection with the Public Realm Strategy to be held on the 25th September 2013 in the Town Hall.

b) **West Devon Parking Strategy Group (Appendix 9)**

The Minutes of the Meeting held on the 25th June 2013 were considered.

Minute 6 - It was considered that the reduction from 10 minutes to 5 minutes for the 'grace period' in the car parks was unacceptable.

RECOMMENDED THAT the Town Clerk write to West Devon Borough Council stating the Town Council's view.

Noted that this needed to be done before the next Meeting of the Community Services Committee, due to be held on the 10th September 2013. The letter to be copied to both the Chairman (Councillor R Oxborough) and the Vice Chairman (Councillor R Sampson). The Works Superintendent would also convey this view at the next Parking Strategy Group Meeting due to be held on the 24th September 2013.

- c) London Olympics 2012 Training Camp Committee – refund of share of unexpended monies in the sum of £ 661.00 noted.
- d) Report of the Assistant to the Town Clerk (Appendix 10)

Regarding the review of ICT services it was

RESOLVED THAT the two potential providers of IT support, as detailed in the Report, be invited to present their proposals to a future meeting of the Committee.

- e) Chamber of Commerce – Minutes of the Extraordinary Meeting held on the 22nd July 2013 were noted (Appendix 11).
- f) Items for future agendas
  - i. Southern Link Committee – no items suggested
  - ii. West Devon/Tavistock Consultative Liaison Group – suggestion that ‘future usage of the Guildhall’ be put forward as an Agenda item.
- g) Updates received from Council Representatives serving on outside bodies. None received.

**159. 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 it was:

RESOLVED THAT the Press and Public be excluded from the Meeting for the following items of business.

**160. LEGAL AND FINANCE MATTERS**

(CONFIDENTIAL – by virtue of relating to legal and financial matters)

- a) Matters were arising from the Properties Committee Meeting held earlier in the evening  
There were none.

b) Outstanding Debtor (Minute No 114 refers - Appendix 12 )

RECOMMENDED THAT the Council serve notice upon the tenant that it opposes the renewal of the lease in respect of the above premises on the grounds of non or late payment of rent and hereby authorise such other action or proceedings as are necessary to bring the lease to an end at the conclusion of its term

Noted That the above Minute was agreed subject to consultation with the Councils Solicitors, such being reflected in the foregoing recommendation.

c) Guildhall (Appendix 13)

An oral update was given by the Town Clerk and Works Superintendent arising from which it was

RECOMMENDED THAT representatives of both organisations meet and progress matters on the basis outlined in the third from last paragraph listed within the Report.

**161. DEBTORS**

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

The Committee considered and noted the list of all those with debts to the Council dating from earlier than the last quarter day (Appendix 13) and received updates, where relevant, in respect of same.

Concerns were raised concerning Tenant C listed in the Report and the longstanding and significant level of rental debt accrued.

RECOMMENDED THAT

- i. In view of the above the Council discontinue negotiations for the grant of a new Lease;
- ii. The Council instruct its solicitors to commence and conclude proceedings for forfeiture of the premises on the basis of non-payment of rent together with such further proceedings as are necessary.

The Meeting closed at 9.07 p.m.

Signed.....  
CHAIRMAN

Dated.....



**AGENDA ITEM No 4(c)**

**MINUTES** of the Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **16th JULY 2013** at **7:15pm**

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

Councillors D Eberlie, Mrs J Metcalf, P Sanders D Whitcomb,  
Councillor H Smith (Mayor)  
Councillor J Sheldon (Deputy Mayor)

Councillor Mrs S Bailey (Chairman Properties Committee)

**IN ATTENDANCE** Town Clerk, Works Superintendent and Assistant to the Town Clerk

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**105. APOLOGIES FOR ABSENCE**

There were no apologies for absence as all Members were present.

**106. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**107. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Finance and General Purposes Committee held on 18th June 2013 be confirmed as a correct record and signed by the Chairman.

**108. MEETING OF THE PROPERTIES COMMITTEE HELD EARLIER THAT EVENING**

The Chairman of the Properties Committee reported that there were no recommendations with a significant financial implication arising from the public section of the Properties Committee Meeting held earlier that evening.

**109. GENERAL FINANCE**

a) **Schedule of Payments**

The Committee considered the monthly accounts for submission to the next Council Meeting (Appendix 1).

b) **Budget Monitoring Report**

The Committee received and considered a copy of the Budget Monitoring Report as at 30th June 2013 (Appendix 2).

c) **Election arrangements and expenses**

The Town Clerk advised that there had been a requisition for an election for the vacancy in the North Ward. However the two vacancies in the South West Ward would be filled by co-option.

The closing date for nominations for the election was Friday 26th July 2013.

The Clerk advised that if the election proceeded, there would be a cost of £ 2,900, but this did not include the cost of producing poll cards which were recommended good practice. This would be an additional cost of £ 1,450.

RECOMMENDED THAT poll cards be not required.

Noted That arising from a consensus, advertising would be undertaken to promote awareness of the election.

**110. REQUESTS/OTHER ITEMS REQUIRING A DECISION**

a) **DALC Consultation on Mayoral and Executive arrangements** (Appendix 3)

It was decided that the Town Council should respond as an organisation, rather than Councillors responding individually. Following a discussion it was decided the Council's responses would be as follows;

Q1 – Do you think all Parish and Town Councils should have Mayors?

A1 – No, only Town Councils

Q2 – Do you think these Mayors should have their own Powers enshrined in law?

A2 – No

Q3 – Do you think ONLY Town Councils should have Mayors?

A3 - Yes

RECOMMENDED THAT these responses to be forwarded to the Devon Association of Local Councils prior to the deadline of the 26th July 2013.

**111. ITEMS FOR INFORMATION**

The following items had been circulated for information only and were noted:-

a) Town and Parish Fund Impact Assessment (Appendix 4)

b) Tavistock Museum Trust – Notice of Meeting (Thursday 25th July 2013 at 4.30pm in the Subscription Library). Tavistock Town Council had been invited to send an observer.

RECOMMENDED THAT the Council at its Meeting on the 23rd July 2013 determine whether or not to appoint an Observer to attend and, if so, whom.

c) Parish Briefing – Connecting Devon & Somerset (Appendix 5)

- d) Superfast Broadband Update (oral update from Councillor John Sheldon).
- e) Report of the Assistant to the Town Clerk (Appendix 6)
- f) Minutes of the Meeting of the Larger Councils' Sub-Committee of DALC held on the 6th June 2013 (Appendix 7)
- g) Townscape Heritage Initiative. The Town Clerk confirmed that the Lead Consultant had now been appointed (Conservation Studio). A Public Realm Consultant would soon be appointed, followed by the Townscape Heritage Project Manager in due course. It was anticipated that the appointments would be substantially completed by late August.
- h) Minutes of the Meeting of the Tavistock Townscape Heritage Partnership held on the 13th June 2013 (Appendix 8)
- i) Tavistock Town Team – oral update provided by Councillor John Sheldon. There was currently £10,000 in funding available, which could be used for various projects within the town.

Noted That reference was further made to consideration of a recent planning application by a Special Meeting of the Council arising from which it was

RECOMMENDED that the Borough Council be requested to stay determination of the application pending the submission of suggestions for the use of S106 monies arising from consideration by the Council at its Meeting on the 23rd July 2013.

- j) Items for future agendas
  - i. Southern Link Committee – no items suggested
  - ii. West Devon/Tavistock Consultative Liaison Group – no items were suggested
- k) Chamber of Commerce – Minutes of the Meeting held on the 1st July 2013. These were unavailable, but would be forwarded as soon as received.
- l) Updates received from Council Representatives serving on outside bodies. None received.

## 112. 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 it was:

RESOLVED THAT the Press and Public be excluded from the meeting for the following items of business.

## 113. LEGAL AND FINANCE MATTERS

(CONFIDENTIAL – by virtue of relating to legal and financial matters)

The Town Clerk reiterated the update provided at the previous meeting of the Properties Committee.

It was noted that English Heritage might be willing to supply funds towards the cost of the refurbishment of the Guildhall.

**114. DEBTORS**

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

The Committee considered and noted the list of all those with debts to the Council dating from earlier than the last quarter day and received updates, where relevant, in respect of same.

The Town Clerk updated the Committee on a Lease issue relating to one of the rental debtors and the options available at the end of a lease term in respect of poor payment records. This would be brought back to the next meeting of the Committee.

**115. TOWN HALL BAR STOCK AUDIT**

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

The Committee received the Stock Report of the previous quarter.

**116. TAVISTOCK TOWN COUNCIL – TREASURY ACCOUNTS**

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

The Committee received the Treasury Report, the contents of which were noted.

The Meeting closed at 8.31 p.m.

Signed.....

Dated.....

CHAIRMAN

**AGENDA ITEM No 4(c)**

**MINUTES** of the Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **18<sup>th</sup> June 2013** at **7:15pm**

**PRESENT** Councillor Mrs A Johnson (Chairman)  
Councillor Mrs M Ewings (Vice Chairman)  
  
Councillors Mrs J Metcalf, D Whitcomb  
  
Councillor H Smith (Mayor)  
Councillor J Sheldon (Deputy Mayor)  
  
Councillor Mrs S Bailey (Chairman Properties Committee)

**IN ATTENDANCE** Town Clerk, Works Superintendent and Assistant to the Town Clerk

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**64. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors D Eberlie and P Sanders

**65. DECLARATIONS OF INTEREST**

Councillor Mrs A Johnson declared an interest in Minute No's 70(d) and 71(h) by virtue of membership.

**66. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Special Meeting of the Finance and General Purposes Committee held on 21<sup>st</sup> May 2013 be confirmed as a correct record and signed by the Chairman.

**67. MEETING OF THE PROPERTIES COMMITTEE HELD EARLIER THAT EVENING**

The Chairman of the Properties Committee reported that there were no recommendations with a significant financial implication arising from the public section of the Properties meeting held earlier that evening.

**68. GENERAL FINANCE**

a) **Schedule of Payments**

The Committee considered the monthly accounts for submission to the next Council Meeting (Appendix 1).

b) **Budget Monitoring Report**

The Committee received and considered a copy of the Budget Monitoring Report as at 31<sup>st</sup> May 2013 (Appendix 2).

**69. TAVISTOCK TOWNSCAPE HERITAGE INITIATIVE (DEVELOPMENT PHASE PROGRESS REPORT)**

The Committee considered the report of the Town Clerk (Appendix 3) outlining current progress and future actions in connection with the above.

RECOMMENDED THAT the report be received and the related timetable and associated actions be endorsed and implemented.

Noted that appreciation was expressed to the parties to the Tavistock Townscape Heritage Partnership and for the strength of collaborative working which had contributed toward the progress to date.

**70. REQUESTS/OTHER ITEMS REQUIRING A DECISION**

a) **Forward Planning, Policy and Programme Sub-Committee**

The Committee considered the Minutes of the Meeting of the Forward Planning, Policy and Programme Sub-Committee (Appendix 4) held on Tuesday 4<sup>th</sup> June 2013.

RECOMMENDED THAT the Minutes of the Meeting of the Forward Planning, Policy and Programme Sub-Committee held on Tuesday 4<sup>th</sup> June 2013 be received and the recommendations contained therein endorsed.

b) **Service Plans**

The Committee considered the following Service Plans together with a précis of performance against each in relation to the previous year:-

1. **Corporate** (Appendices 5-6)

Noted that

Arising from the consideration of the above particular reference was made to both the national and local/organisational modernisation agendas for local government, together with

- Page 4 – first entry - clarification that the anticipated timetable for completion was scheduled to be calendar year end
- Page 6 – final entry – disappointment at the level of engagement of Members of the Plans Committee with planning training
- Page 6 – fourth entry – the removal of this in accordance with the recommendation included in the report
- Page 7 – final entry – to be reworded in accordance with the recommendations included in the report.

2. **Administration Office** (Appendix 7-8)

Noted that reference was also made to

- As/when appropriate IT training became available for Members to be afforded the opportunity to attend;
- Issues and options associated with the conduct of a ‘Neighbourhood Plan’
- Councillors to be invited to consider whether or not they wish to provide “next of kin” details to the Council

- Section 4 – Administrative management arrangements – removal in view of conflict with corporate indicator.

RECOMMENDED THAT with due regard to the foregoing, Tavistock Town Council endorse and adopt the above Service Plans as a basis for the delivery of related Council Services 2013-2014.

c) **West Devon Citizens Advice Bureau – Reorganisation**

The Council received and welcomed correspondence (Appendix 9) from the West Devon Citizen’s Advice Bureau outlining proposals for future delivery of the Service.

d) **Request for Financial Assistance – Tavistock Parish Church of St Eustachius**

The Committee considered a request for financial assistance in connection with the above (Appendix 10).

RECOMMENDED THAT this application for financial assistance be considered in the normal way together with other such applications in accordance with the Council’s grants policy in the autumn.

Councillor Mrs A Johnson declared an interest in the above item and left the Meeting during consideration thereof.

**71. ITEMS FOR INFORMATION**

The following items had been circulated for information only:-

a) **Tavistock Town Council – Casual Vacancies.**

The Committee was advised that the recent vacancies in the South West Ward were to be advertised shortly. If there were no requisitions for an election it was anticipated that co-option to the current three vacancies on the Town Council would take place together. Arising from which it was:

RECOMMENDED THAT the Clerk be authorised to advertise such vacancies for co-option as there might be in due course, inviting a short written statement from interested persons outlining their background skills and experience, association with the Town and setting out what they felt they could offer to the Council.

b) **Your Dartmoor – consultation on the draft management plan for Dartmoor National Park – it was agreed this would be placed on the agenda for consideration at the next Meeting of the Plans Committee**

c) **Tourism Information Centre**

The Committee noted that a Meeting had recently been held by West Devon Borough Council with stakeholders. The position being that the Borough Council was intending to withdraw financing of the Tourism Information Centre with effect from the end of the current financial year. Various ways forward had been discussed at the meeting

including the possibility that ambassadors could be appointed, the contribution which other organisations and businesses in the Town could make and future options and issues.

- d) Report of the Assistant to the Town Clerk (Appendix 11)
- e) Chamber of Commerce – Minutes of the Meetings held on the 13<sup>th</sup> May and 3<sup>rd</sup> June 2013 (Appendices 12-13)
- f) Minutes of the Meeting of the West Devon/Tavistock Consultative Group held on 12<sup>th</sup> June 2013 - these were not yet available
- g) Items for future agendas
  - i. Southern Link Committee – no items suggested
  - ii. West Devon/Tavistock Consultative Liaison Group – no items were suggested

Noted that reference was made to the ongoing availability of TAP funding and the continuing opportunity for members to attend training arising from same.

- h) Tavistock and District Outdoor Education Forum

The Committee noted that the Forum had been awarded the Queen's Award for Voluntary Service in June 2013 and extended its congratulations to them in recognition of the support they had given over many years.

Noted That Councillor Mrs A Johnson declared an interest in the above item and left the Meeting during consideration thereof.

- i) World War Two Re-enactment - South West  
The Council was advised of a message of appreciation to the Council and key Officers received from World War Two Re-enactment South West regarding the recent Bank Holiday weekend 'Tavistock 1943' commemorative event and extending best wishes to the Council for the future. The Council in turn expressed its appreciation for the strength of collaboration and partnership that had delivered the project.
- j) Updates received from Council Representatives serving on outside bodies – Citizens Advice Bureau – it was noted that it was anticipated this organisation would shortly become a Community Interest Company and cease to be a charity.

## **72. 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 it was:

**RESOLVED THAT** the Press and Public be excluded from the meeting for the following items of business.



**73. LEGAL AND FINANCE MATTERS**

(**CONFIDENTIAL** – by virtue of relating to legal and financial matters)

The Committee received an oral update in relation to issues and options arising from a discussion with the Devon Historic Buildings Trust in connection with the Guildhall and noted a report would be submitted to next Council.

**74. DEBTORS**

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

The Committee considered and noted the list of all those with debts to the Council dating from earlier than the last quarter day and received updates, where relevant, in respect of same.

**75. TOWN HALL BAR STOCK AUDIT**

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

The Committee received the stock report of the previous quarter together with a briefing note from the Works Superintendent outlining measures undertaken in connection with issues arising from same which was endorsed.

The Meeting closed at 8.21 p.m.

Signed.....

Dated.....

CHAIRMAN

**MINUTES** of the Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **14<sup>th</sup> MAY 2013** at **7:15pm**

**PRESENT** Councillor J Sheldon (Chairman)  
Councillor Mrs M Ewings (Vice Chairman)

Councillors D Eberlie, P Sanders, Mrs J Metcalf, D Whitcomb (part meeting)

Councillor Mrs A Johnson (Mayor)  
Councillor H Smith (Deputy Mayor – part meeting)

Councillor Mrs S Bailey (Chairman Properties Committee – part meeting)

**IN ATTENDANCE** Works Superintendent and Assistant to the Town Clerk

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**470. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors D Rose, D Whitcomb (late arrival), Mrs S Bailey (Chairman of Properties) (late arrival), and H Smith (Deputy Mayor) (late arrival).

**471. DECLARATIONS OF INTEREST**

No Declarations of Interest were received.

**472. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Finance and General Purposes Committee held on 2<sup>nd</sup> April 2013 be confirmed as a correct record and signed by the Chairman.

**473. MEETING OF THE PROPERTIES COMMITTEE HELD EARLIER THAT EVENING**

The Chairman of the Properties Committee reported that the following recommendations with a financial implication had come forward from the Properties Meeting held earlier that evening;

- The purchase of an LED lighting system for the Pannier Market, at a cost of £10,203 from reserves;
- Tavistock Car Club – provision of a parking space in the Guildhall Car Park at a cost of £ 30 per month plus VAT, for a period of six months.

**474. GENERAL FINANCE**

a) **Schedule of Payments**

The Committee considered the monthly accounts for submission to the next Council Meeting (Appendix 1).

b) **Budget Monitoring Report**

The Committee received and considered a copy of the Budget Monitoring Report as at 30<sup>th</sup> April 2013 (Appendix 2).

In response to a question the Works Superintendent confirmed that he would review an expenditure entry in cost code 4810, and report back to Council on the 15<sup>th</sup> May 2013.

c) **Internal Audit 2012-2013**

The Committee reviewed and commented upon the content of the report of the Internal auditor (Appendix 3) with particular reference to section B and related new internal controls. There was consensus that it would be helpful to continue past practice of reformatting to include listing what had been agreed/undertaken in respect of same.

Attention was also drawn to Item I of the report which recommended that the Imprest Account maintain a balance of £250,000, rather than £150,000 as previously agreed by Council.

RECOMMENDED THAT the balance of the Imprest Account be amended to £250,000.

d) **Members' Allowances**

The Committee was advised that West Devon Borough Council's Remuneration Panel was not due to convene again until later this calendar year.

RECOMMENDED THAT a request be sent to West Devon Borough Council requesting that the Remuneration Panel be convened at an earlier date to review the Tavistock Town Council Scheme of Allowances for Members.

**475. ACCOUNTS AND ANNUAL RETURN FOR THE YEAR ENDING 31<sup>st</sup> MARCH 2013**

The Committee received the Accounts (Appendix 4) and Annual Return (Appendix 5) for the 2012-2013 Financial Year which would be formally considered by Council at its next meeting. In the ensuing discussion reference was made to the formatting of names/titles of Councillors and for the final version of the Annual Return (S1 refers) to be set out as necessary for the submission to Council.

With particular regard to the Annual Governance Statement 2012/2013 (S2) it was

RECOMMENDED THAT the answer to questions 1 – 8 be in the affirmative.

Noted That a query on a matter of fact regarding Q9 would be passed to the Town Clerk.

**476. TAVISTOCK TOWNSCAPE HERITAGE INITIATIVE (STAGE 2 BID)**

The Committee considered the report of the Town Clerk (Appendix 6) in respect of the above;

RECOMMENDED THAT recommendations (a)-(c) contained within the Report be adopted.

**477. REQUESTS/OTHER ITEMS REQUIRING A DECISION**

a) **West Devon Parish Training and Development Programme**

The Committee considered correspondence in respect of the above (Appendix 7). Members were encouraged to take advantage of the training being offered. Those interested in attending were requested to advise the Assistant to the Town Clerk accordingly so a place could be booked for them. It was pointed out that spaces would be limited, so early communication was advised.

b) **Tavistock/Launceston Cycle Route**

The Committee considered correspondence in connection with the above (Appendix 8). A query was raised regarding the cycle route as it was unclear from the map where the route passed through Tavistock.

A suggestion was made that clarification be sought regarding facilities and the project.

**478. ITEMS FOR INFORMATION**

The following items had been circulated for information only:-

a) West Devon Borough Council Electoral Review Briefing Note (Appendix 9)

Councillor Mrs J Metcalf left the Meeting at this point.

b) Tourist Information Centre – the importance of maintaining an active watching brief was stressed.

c) Report of the Assistant to the Town Clerk (Appendix 10)

d) Tavistock Matters – Notes of the Meeting held on 18<sup>th</sup> March 2013 (Appendix 11)

e) Chamber of Commerce – Minutes of the Meetings held on the 4<sup>th</sup> March and 8<sup>th</sup> April 2013 (Appendix 12)

Noted That in response to a question the Works Superintendent confirmed that regarding Minute 13.25 from 4<sup>th</sup> March 2013 this issue was now closed.

f) Items for future agendas:

i. Southern Link Committee – no items suggested

ii. West Devon/Tavistock Consultative Liaison Group – no items were suggested

#### Noted That

- the Minutes of the Group's Meeting held on the 20<sup>th</sup> March 2013 had been circulated previously and the contents were outlined by a Member. A copy of the draft agenda for the next meeting was circulated (Appendix 13)
  - Councillors Mrs S Bailey, H Smith and D Whitcomb joined the Meeting.
- g) Updates received from Council representatives serving on outside bodies.
- i. Crowndale Recreation Association – a Meeting had been held on 13<sup>th</sup> May 2013 and officer appointments made. Those attending considered that the responsibilities of the Association had been met.
  - ii. Kingdon House Community Association – following an application for planning consent works would be undertaken to bring the building up to a better standard with rooms available for rent.
- h) Local Government Employers – Pay Offer 2013. An oral update was given. It was confirmed that a 1% offer had been made for all pay points, and also that the pay scale at Grade 4 would be removed. Unions would now consult with their Members on the proposal over the forthcoming weeks.
- i) West Devon Borough Council Leisure Centres – correspondence (Appendix 14) a suggestion was made that Tavistock Town Council consult with West Devon Borough Council to ensure it was kept updated/consulted on future plans. A verbal update was given by a Member on improvement works currently taking place at the Meadowlands Pool complex.
- j) Insurance – Members were informed that Tavistock Town Councils new insurers, following a competitive tender process, were AVIVA (with WPS acting as brokers).

#### **URGENT ITEM**

In the interests of expediting the business of the Committee the following item was brought forward as a matter of urgency.

#### **479. SUPERFAST BROADBAND**

The Chairman updated the Committee on the Superfast Broadband project due to commence in August 2013 and related decisions would be maintained in the Committee Action Log.

#### **480. 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 it was:

RESOLVED THAT the Press and Public be excluded from the meeting for the following items of business.

**481. LEGAL AND FINANCE MATTERS**  
(CONFIDENTIAL – by virtue of relating to legal and financial matters)

There were no matters to consider.

**482. DEBTORS**  
(CONFIDENTIAL – by virtue of relating to commercially sensitive information)

The Committee considered and noted the list of all those with debts to the Council dating from earlier than the last quarter day and received updates, where relevant, in respect of same.

**483. TOWN HALL BAR STOCK AUDIT**  
(CONFIDENTIAL – by virtue of relating to commercially sensitive information)

A verbal update was given by the Works Superintendent regarding a recent Stock Audit and ongoing actions.

The Meeting closed at 8.30 p.m.

Signed.....

Dated.....

CHAIRMAN

## AGENDA ITEM No 4 (c)

**MINUTES** of the Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **2<sup>nd</sup> APRIL 2013** at **7:15pm**

**PRESENT** Councillor J Sheldon (Chairman)  
Councillor Mrs M Ewings (Vice Chairman)

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

Councillor Mrs A Johnson (Mayor)  
Councillor H Smith (Deputy Mayor)

Councillor Mrs S Bailey (Chairman of Properties Committee)

**IN ATTENDANCE** Town Clerk, Assistant to the Town Clerk

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**425. APOLOGIES FOR ABSENCE**

An apology for absence had been received from Councillor D Rose.

**426. DECLARATIONS OF INTEREST**

Councillors D Eberlie and Mrs J Metcalf advised that they would declare an interest if substantive financial aspects of the management of Tavistock Museum arose during the Meeting.

**427. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Finance and General Purposes Committee held on 19<sup>th</sup> February, 2013 be confirmed as a correct record and signed by the Chairman.

**428. MEETING OF THE PROPERTIES COMMITTEE HELD EARLIER THAT EVENING**

The Chairman of the Properties Committee reported that there were no matters which had potentially substantial new financial implications arising from the Properties Committee Meeting held earlier that evening.

**429. GENERAL FINANCE**

a) **Schedule of Payments**

The Committee considered the monthly accounts for submission to the next Council Meeting (Appendix 1).

b) **Budget Monitoring Report**

The Committee received and considered a copy of the Budget Monitoring Report as at 22<sup>nd</sup> March, 2013 (Appendix 2).

#### **430. REQUESTS/OTHER ITEMS REQUIRING A DECISION**

a) **South and Southwest Tavistock Masterplan**

The Committee considered the report of the informal meeting of Tavistock Town Council held on 19<sup>th</sup> March 2013 (Appendix 3).

RECOMMENDED THAT the above report be endorsed and adopted as the Town Council response to the West Devon Borough Council consultation on the South and South West Tavistock Masterplan.

b) **Devon County Council (Various Streets, Tavistock) (Waiting Restrictions) Amendment Order**

The Committee considered correspondence from Devon County Council in connection with the above (Appendix 4).

Noted That: some concerns were expressed regarding Violet Lane not being included on the Order and the potential impact the suggested restrictions on Callington Road could have on visitors to the Roman Catholic Church on Sunday mornings. Reference was also made to whether the restrictions on Callington Road took into account future development proposals.

c) **Councillors' Paperless ICT**

The Committee considered a briefing note in connection with the above (Appendix 5).

RECOMMENDED THAT the recommendations as listed in the briefing note be endorsed and adopted as the basis for providing participating Councillors with Council ICT

d) **Forward Planning, Policy and Programme Sub-Committee**

The Committee received and noted the Minutes of the Meeting of the above Sub-Committee held on 14<sup>th</sup> March, 2013 (Appendix 6). A further oral update was provided regarding consequential matters.

#### **431. ITEMS FOR INFORMATION**

The following items had been circulated for information only:-

a) Section 30 Dispersal Order (Appendix 7)

The decision of the Police in this matter, recognising that Tavistock was a low crime area, was commended.

b) Standing Orders Revision Working Party - Notes of the Meeting held on the 21<sup>st</sup> March 2013 (Appendix 8)

Noted That in response to a question the Committee was advised that, in due course, Council would have an opportunity to review all the work of the Working Party and determine how it wished to proceed.

c) Report of the Assistant to the Town Clerk (Appendix 9)



d) Items for future agendas:

i. Southern Link Committee

- Notes of the Meeting held on the 28<sup>th</sup> February 2013 (Appendix 10)
- Date of the next Meeting – 27<sup>th</sup> June 2013

ii. West Devon/Tavistock Consultative Group

e) Tavistock Museum Annual Report – Spring 2013 (Appendix 11)

Noted That: reference was made to the desirability of the report, in future, recognising the financial and in-kind support provided by the Town Council.

f) Member Training and Development – (Appendix 12).

g) Chamber of Commerce – Minutes of the Meeting held on 4<sup>th</sup> February 2013 (Appendix 13)

h) No updates received from Council representatives serving on outside bodies.

#### **URGENT ITEM**

In the interests of expediting the business of the committee the following item was brought forward as a matter of urgency.

#### **432. TAVISTOCK TOWNSCAPE HERITAGE INITIATIVE – STAGE 1 BID**

The Committee received an oral update on the recently announced successful Stage 1 Bid to the Heritage Lottery Fund by the Tavistock Townscape Heritage Partnership (TTHP). The news was welcomed and it was further noted that, facilitated by the Town Council as accountable body, Stage 2 proposals would be developed by the TTHP through its engagement of specialist expertise to deliver same over the course of the next twelve months.

#### **433. 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 it was:

RESOLVED THAT the Press and Public be excluded from the meeting for the following items of business.

#### **434. DEBTORS**

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

The Committee considered and noted the list of all those with debts to the Council dating from earlier than the last quarter day and received updates, where relevant, in respect of same.

The Assistant to the Town Clerk was commended for the work undertaken in successfully bringing the level of outstanding debt down to a very low level.

The Meeting closed at 8.07 p.m.

Signed.....

Dated.....

CHAIRMAN

**MINUTES** of the Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **19<sup>th</sup> FEBRUARY, 2013** at **7:55pm**

**PRESENT** Councillor J Sheldon (Chairman)  
Councillor Mrs M Ewings (Vice Chairman)  
Councillors D Eberlie, P Sanders, D Whitcomb  
Councillor Mrs A Johnson (Mayor)  
Councillor Mrs S Bailey (Chairman of Properties Committee)

**IN ATTENDANCE** Town Clerk, Assistant to the Town Clerk

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**373. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors Mrs J Metcalf, D Rose and H Smith.

**374. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**375. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Finance and General Purposes Committee held on 8<sup>th</sup> January, 2013 be confirmed as a correct record and signed by the Chairman.

**376. MEETING OF THE PROPERTIES COMMITTEE HELD EARLIER THAT EVENING**

The Chairman of the Properties Committee reported that there were no matters which had a potentially substantial new financial implication arising from the Properties Committee Meeting held earlier that evening.

**377. GENERAL FINANCE**

a) **Schedule of Payments**

The Committee considered the monthly accounts for submission to the next Council Meeting (Appendix 1).

b) **Budget Monitoring Report**

The Committee received and considered a copy of the Budget Monitoring Report as at 8<sup>th</sup> February, 2013 (Appendix 2).

c) **Council Insurance**

The Committee considered the report of the Town Clerk in respect of the above (Appendix 3).

RECOMMENDED THAT:-

- a) The terms of the tender exercise for insurance services for Tavistock Town Council be on the basis as set out in the report;
- b) Pursuant to the provisions of Minute No. 486 the Town Clerk be authorised to seek tenders for the provision of insurance services for the period 2013 – 2016 and, in consultation with the Mayor and Deputy Mayor, to accept the most competitive submission in respect of a specification compliant proposal.

d) **Interim Audit**

The Committee considered the report of the Town Clerk (Appendix 4) in connection with the outcome of the Council's Interim Audit together with details of the measures agreed with the Internal Auditor to the Council

e) **Stannary Brass Band**

The Committee considered an application for financial assistance submitted by the Stannary Brass Band (Appendix 5).

RECOMMENDED THAT a grant in the sum of £750 be made to the Stannary Brass Band for the next financial year.

Noted That - arising from consideration of the above particular reference was made to the background to the basis of support by the Town Council for the Stannary Brass Band

**378. REQUESTS/OTHER ITEMS REQUIRING A DECISION**

a) **West Devon Borough Council Electoral Review**

The Committee noted an invitation to nominate up to 2 representatives to attend a briefing at Kilworthy Park on Tuesday 16<sup>th</sup> April, 2013 at 2.30 p.m.

RECOMMENDED THAT the Town Council, at its Meeting on the 26<sup>th</sup> February 2013 nominate up to 2 representatives to attend at the above event.

Noted That – in response to a Member's question the Clerk undertook to prepare a briefing note in connection with the above for circulation to Council.

b) **Tavistock to Bere Alston Railway**

The Committee considered a consultation from Devon County Council entitled 'Tavistock to Bere Alston Railway – Better Connections to West Devon' (Appendix 6) arising from which the consensus was that response was best made by individual Councillors rather than corporately.

**c) Assets of Community Value**

The Committee considered a Parliamentary Briefing in connection with the above together with a nomination form received from West Devon Borough Council (Appendix 7 refers).

In the discussion arising from consideration particular reference was made to the potential suitability of prominent premises within the Town for designation. More especially the Guildhall, Public Conveniences, Alexander Centre, Hospital, Crowndale Recreation Grounds and school playing fields. The consensus was that the Council should identify which, if any, assets of community value should be recommended to the Borough Council for inclusion upon the Register of 'Community Assets'.

**d) Standing Order Review Working Party**

The Committee considered the summary of the meeting of the Standing Order Working Group held on Thursday 7<sup>th</sup> February, 2013 (Appendix 8).

In particular it was noted that final draft documents such as the Procedural Standing Orders and Code of Conduct for Councillors would be brought before the Committee and Council for detailed consideration in due course. However, in the interim, consideration was given to dispensation arrangements. Specifically the granting of general dispensations to Councillors together with clarification as to arrangements under which notice was required to be given in respect of dispensations as follows:-

RECOMMENDED THAT Tavistock Town Council

- a) Agree that applications for dispensations should be submitted not less than 2 clear working days prior to the date of the meeting to which the dispensation request related.
- b) Grant the following general dispensations for all Members in the following circumstances:
  - i. Matters arising from the Membership, by a Councillor, of more than one local authority but excluding when the matter arises from the individual exercise of an executive authority by an office holder;
  - ii. Membership of a body to which a Member has been appointed by the Council other than insofar as the interest relates to a Member who occupies a position of general management or control in the organisation or a matter relating to an application for financial assistance, legal matters, the grant of a licence, permission or similar.

Noted That – in the discussion arising from consideration of the above particular reference was made to the provisions of the existing Code of Conduct relating to requirements for withdrawal from meetings and current arrangements for Members to apply a 'reasonable person' test to their conduct in assessing whether or not an 'other' interest applied.

**e) Superfast Broadband**

The Committee considered a request from Councillor J Sheldon (Appendix 9) for monies to be made available for promotion of demand stimulation.

RECOMMENDED THAT subject to operation through the Council's normal purchase order and invoicing systems a sum of £400 be drawn from reserves and made available for the promotion of Superfast Broadband Demand Stimulation.

Noted That – it was necessary for the above monies to be organised in this way so as to ensure that appropriate checks, balances and controls were in place.

**379. ITEMS FOR INFORMATION**

The following items had been circulated for information only:-

a) ROC (Robert Owen Charity)

To note an invitation to Members to respond to invitations received regarding the launch event scheduled for 27<sup>th</sup> March, 2013 at the Bedford Hotel at 5.30 p.m.

b) Report of the Assistant to the Town Clerk (Appendix 10)

Noted That

- i. Arising from consideration of the above the Clerk undertook to speak to a member of the local business community regarding allegations circulating within the area.
- ii. A Member made reference to the possibility that the Town Council might make representations to the Borough Council regarding the suitability or otherwise of charities receiving relief on business rates in certain prime retail locations within the Town.

c) Tavistock Matters

- i. Notes of the Meeting held on 21<sup>st</sup> January 2013 (Appendix 11)
- ii. Notice of next Meeting – 25<sup>th</sup> March 2013

Noted That – arising from consideration of the above particular reference was made to the positive work of Street Pastors in the locality.

d) West Devon Car Parking Strategy Group – Minutes of the Meeting held on 14<sup>th</sup> November 2012 (Appendix 12)

e) Items for future agendas:

- i. Southern Link Committee – There were no items in connection with the above.
- ii. West Devon/Tavistock Consultative Group (Appendix 13)
  - Notes of Meeting held on 5<sup>th</sup> December 2012
  - Notice of next Meeting – Wednesday 20<sup>th</sup> March 2013 – the inclusion of the following items on the Agenda:-

- Refuse Collection – to be included on the Agenda at the request of Councillor Mrs A Johnson;
  - Dog Fouling – to be included on the Agenda at the request of Councillor Mrs M Ewings.
- f) Any update from or questions to Council representatives serving on other outside bodies in connection with the work of those bodies.

Arising from consideration of the above reference was made to progress in respect of the lease for the Crowndale Playing Fields. Furthermore the Mayor expressed her appreciation to those members of the Tavistock Townscape Heritage Partnership involved in the development of the bid for Heritage Lottery funding under the Townscape Heritage Initiative Scheme.

- g) Chamber of Commerce – Minutes of the Meeting held on 7<sup>th</sup> January 2013 (Appendix 14)
- h) Bovis Homes – The Committee noted the invitation from Bovis Homes to a consultation at the Bedford Hotel on Friday 22<sup>nd</sup> February between 1.00 p.m. and 8.00 p.m.
- i) Tavistock Masterplan – The Committee noted arrangements for all Town Councillors to attend a workshop with Officers of West Devon Borough Council to consider the emerging Tavistock Masterplan, scheduled to be held at 6.30 p.m. at the Town Council Offices, Drake Road, Tavistock on 19<sup>th</sup> March, 2013.
- j) Town and Parish Fund Update – The Committee noted the ‘TAP’ date for January 2013 (Appendix 15)
- k) Tavistock Town Team – Minutes of the Meeting held on 9<sup>th</sup> January, 2013 (Appendix 16)

### **URGENT ITEM**

In the interests of expediting the business of the Committee, the Chairman agreed to receive the following item as a matter of urgency:

#### **380. PARISH COUNCIL PLANNING WORKSHOP**

The Committee noted arrangements whereby all members of the Council were invited to attend at a Parish Council Planning Workshop scheduled to be held between 10.00 a.m. and 12.00 noon on Tuesday 2<sup>nd</sup> April, 2013. This would include sessions relating to decision making, commenting on applications and a policy update. Related information would be circulated to all Members of Council.

#### **381. 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 it was:

RESOLVED THAT the press and public be excluded from the meeting for the following items of business.

**382. LEGAL AND FINANCE MATTERS**

(**CONFIDENTIAL** – by virtue of relating to legal and financial matters)

There were no matters of update in connection with the above.

**383. CONTRACT REVIEW – UPDATE**

(**CONFIDENTIAL** – by virtue of relating to contractual, personal or other information affecting identifiable individuals)

The Committee was advised of progress in connection with the above including the positive outcome of a recent ballot of staff which enabled matters to proceed.

**384. DEBTORS**

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

The Committee considered and noted the list of all those with debts to the Council dating from earlier than the last quarter day and received updates, where relevant, in respect of same.

The Meeting closed at 9.28 p.m.

Signed.....

Dated.....

CHAIRMAN



**MINUTES** of the Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **8th JANUARY, 2013** at **7:15pm**

**PRESENT** Councillor J Sheldon (Chairman)

Councillors Mrs J Metcalf, D Rose, P Sanders, D Whitcomb

Councillor Mrs A Johnson (Mayor)  
Councillor H Smith (Deputy Mayor)

Councillor Mrs S Bailey (Chairman of Properties Committee)

**IN ATTENDANCE** Town Clerk, Works Superintendent, Assistant to the Town Clerk

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**323. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors D Eberlie and Mrs M Ewings (Vice Chairman).

**324. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**325. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Finance and General Purposes Committee held on 27<sup>th</sup> November, 2012 be confirmed as a correct record and signed by the Chairman.

**326. MEETING OF THE PROPERTIES COMMITTEE HELD EARLIER THAT EVENING**

The Chairman of the Properties Committee reported that, with the exception of the decision in relation to a breach of lease conditions, there were no matters which had a potentially substantial financial implication arising from the Properties Committee meeting held earlier that evening.

**327. GENERAL FINANCE**

a) **Schedule of Payments**

The Committee considered the monthly accounts for submission to the next Council Meeting (Appendix 1).

Noted That arising from consideration of the above a Member advised that related questions which had been submitted prior to the Meeting had been answered satisfactorily.

b) **Budget Monitoring Report**

The Committee received and considered a copy of the Budget Monitoring Report as at 28<sup>th</sup> December, 2012 (Appendix 2).

c) **Goose Fair 2012 (Park & Ride)**

The Committee considered the Report regarding Goose Fair Park & Ride income and expenditure 2012 (Appendix 3).

RECOMMENDED THAT payment in the sum of £1,250 be made to each of the two Lions Clubs supporting the operation of the Goose Fair Park & Ride sites in 2012.

Noted That, arising from consideration of the above, particular reference was made to the need to liaise with the Lions Clubs prior to the next Goose Fair in order to adopt revised arrangements for the payment of monies in respect of same (and also landowners regarding Park & Ride sites) in view of declining income.

**328. BUDGET AND PRECEPT 2013-2014**

The Committee considered the Minutes of the Meetings of the Forward Planning, Policy and Programme Sub-Committee held on 12<sup>th</sup> December 2012 (Appendix 4) and 20<sup>th</sup> December 2012 (Appendix 5), together with a Report outlining the effects of the recent localisation of Council Tax (Appendix 6) and related information from the Borough Council (Appendix 7).

In particular, attention was drawn to the impact of the Government Scheme for the Localisation of Council Tax, which had the effect of removing £53,000 worth of income from the Precept. Indications were that Government would reduce this “grant” to Councils in future and, in any event, the billing authority had discretion as to whether or not to pass this on to Town/Parish Councils. Reference was also made to challenging general economic climate in the Public Sector and more generally.

In the ensuing discussion comment was made on the adverse impact of the reduction of the Council Tax base, the uncertainties presented by the new arrangements and the consequential impact upon Precept setting. It was noted that, even if the overall Precept were to be maintained at £518,200, this would amount to a 1.73% increase for each Band D property as a result of government changes.

RECOMMENDED THAT, subject to the amendment of the wording to Minute No. 313 as follows:-

- The Council set an unchanged Council Tax Precept in the sum of £518,200 for the 2013-2014 financial year;
- An additional £8,800 proposed in respect of provision of improved IT/Audio Visual and related improvements to support increased future income generation of the Town Hall being drawn from existing reserves;

the Minutes of the Meetings of the Forward Planning, Policy and Programme Sub-Committee held on 12<sup>th</sup> and 20<sup>th</sup> December 2012 be received and the Recommendations therein be endorsed.

Noted That

- a. Further to the provision of Minute No 308(vi) a Grant Application (Appendix 8) had been received from Tavistock Community Transport.

RECOMMENDED THAT a grant in the sum of £3,500 be made to Tavistock Community Transport.

- b. The view was expressed that in future, detailed consideration should be given to individual budget heads and the basis upon which the budget setting process was conducted by the Forward Planning, Policy and Programme Sub-Committee.

**329. REQUESTS/OTHER ITEMS REQUIRING A DECISION**

a) **Consultation on Proposed Dispersal Order – Tavistock Town**

The Committee considered correspondence from West Devon Borough Council (Appendix 10) setting out revised proposals for a time limited Dispersal Order (Anti-Social Behaviour Act 2003) in respect of both Tavistock Town.

RECOMMENDED THAT West Devon Borough Council be advised of Tavistock Town Council's support for the proposed Dispersal Order

b) **Tavi Network – Open Forum**

The Committee noted an invitation to Members to attend an Open Forum of the Tavi Network scheduled to discuss the options available to the Community to facilitate Town/Parish Councils within the Southern Link area accessing TAP funding.

RECOMMENDED THAT Tavistock Town Council not be associated with the event.

Noted That reference was made to possible initiatives that could be taken forward by the representatives of the Council serving on the Southern Link Committee.

**330. ITEMS FOR INFORMATION**

The following items had been circulated for information only:-

- a) Traffic Management Working Group – Invitation to Members to an update meeting to be held at Kilworthy Park on Wednesday 30<sup>th</sup> January 2013.

Noted That concern was expressed that this was a daytime meeting and did not therefore enable those with working commitments to attend.

- b) Report of the Assistant to the Town Clerk (Appendix 11)
- c) Jessie Ann Alford Charity 2012 – Summary of Activity (Appendix 12)
- d) Items for Future Agendas:-
  - i. Southern Link Committee

The Southern Link Committee be requested to consider the utilisation of available TAP monies prior to the end of the financial year.

- ii. West Devon/Tavistock Consultative Group
- e) Updates from Councillors Serving on Outside Bodies – there were no updates.
- f) Chamber of Commerce
  - i. Minutes of the Meeting held on 3<sup>rd</sup> December, 2012 (Appendix 13)
  - ii. Agenda of the Meeting held on 7<sup>th</sup> January, 2013 (Appendix 14)
- g) Tavistock Town Team – Minutes of the Meeting held on 10<sup>th</sup> December, 2012 (Appendix 15)
- h) Tavistock BID – Minutes of the Annual General Meeting held on Thursday 13<sup>th</sup> December 2012 (Appendix 16)

#### **URGENT ITEM**

In the interests of expediting the business of the Committee the Chairman agreed to receive the following item as a matter of urgency.

#### **331. CROWDALE RECREATION ASSOCIATION**

The Committee noted a request from Councillor D Eberlie (who was unavoidably absent) that an opportunity be given to consideration to a proposal in respect of the above.

#### **332. 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 it was:

RESOLVED THAT the Press and Public be excluded from the Meeting for the following items of business.

#### **333. LEGAL AND FINANCE MATTERS**

(**CONFIDENTIAL** – by virtue of relating to legal and financial matters)

- a) Legal Matters  
The Committee was advised that there were no updates beyond the matter in relation to breach of lease conditions being considered by the Properties Committee.
- b) Investments  
Consideration was given to the allocation and investment of Council reserves which was noted.

**334. STAFFING UPDATE**

(**CONFIDENTIAL** – by virtue of relating to contractual, personal or other information affecting identifiable individuals)

The Committee was advised of temporary arrangements which were being put in hand for the management of the Pannier Market and the Town Hall. These were intended to increase capacity, integrate working arrangements and improve efficiency whilst undertaking a review of options so Council could determine how best to proceed within six months. In the interim the Works Superintendent had been tasked with overall management responsibility for these areas.

**335. DEBTORS**

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

The Committee considered and noted the list of all those with debts to the Council dating from earlier than the last quarter day and received updates, where relevant, in respect of same.

**336. TOWN HALL BAR STOCK AUDIT**

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

The Committee noted the Town Hall Bar Stock Audit for the period ending 7<sup>th</sup> December 2012.

The Meeting closed at 9.05pm.

Chairman.....

Date.....