

## **AGENDA ITEM No 4(b)**

**MINUTES** of the Meeting of the **PROPERTIES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **25th FEBRUARY 2014** at **6.30pm**

**PRESENT**

Councillor Mrs S Bailey	(Chairman)
Councillor B Trew	(Vice Chairman)
Councillors E Sanders, J Sellis, C Rogers and Mrs J Whitcomb	
Councillor H Smith	(Mayor)
Councillor J Sheldon	(Deputy Mayor)
Councillor Mrs A Johnson	(Chairman - Finance & General Purposes Committee)

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

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### **371. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor E Sherrell.

### **372. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

### **373. CONFIRMATION OF MINUTES**

a) RESOLVED THAT the Minutes of the Meeting of the Properties Committee held on Tuesday 14th January 2014 be confirmed as a correct record and signed by the Chairman.

b) Matters arising from the Action Log –

Minute 99a – as work had been undertaken by Transition Tavistock on the area of land between Rose Walk and the Bowls Club, and other organisations had come forward to

work on developing a memorial garden this action was now discharged.

### **374. SERVICE REPORTS**

The Committee received the following Managers' Reports:-

a. **Depot Report** (Appendix 1)

The Committee considered the report of the General Manager arising from which it was

RECOMMENDED THAT

i Duke Street Fire Precautions

a) Council endorse single tender action to replace the existing fire alarm system in the Pannier Market with a wireless system and to install a wireless intruder alarm system at a cost of £14,558.00 to supply install and commission

b) Council endorse single tender action to replace the existing fire alarm system in the Town Hall with a wired system and to install a wired intruder alarm system at a cost of £15,142.00 to supply install and commission

ii Rundle Room – Council endorse the allocation of budget regarding refurbishment of the premises to maximise commercial/community opportunities at an estimated spend of £20,000

iii Dog Control Orders –

a) Authority be delegated to the General Manager in consultation with three Members to be appointed to respond to the consultation in connection with the above

b) Council appoint three Members in connection with (a) above

Noted That in response to a question the Committee was advised of progress to date including an extension to the consultation deadline, powers and extent of any order and related matters.

Furthermore in connection with Christmas Lights and related progress a Councillor offered to provide suggestions to the General Manager regarding funding costs.

b. **Pannier Market Report** (Appendix 2)

The Committee considered the report of the Market Reeve arising from which a Member undertook to liaise with the Manager regarding February takings. Consideration would also be given to adding pitch take up as a performance indicator within the service plan.

c. **Town Hall Report** (Appendix 3)

The Committee considered the report of the Town Hall Manager and appreciation was expressed for work in connection with the recent 150<sup>th</sup> anniversary event including, in particular, the contribution of the Chairman of the Properties Committee. In response to questions the General Manager undertook to confirm with staff arrangements in relation to fire safety. It was further noted that periodically the three service area managers would attend at Committee to present their reports.

**375. ITEMS REQUIRING A DECISION**

a) Pannier Market Rules & Regulations (Appendix 4)

The Committee considered the report of the Clerk in connection with the above

RECOMMENDED THAT Tavistock Town Council adopt the submitted draft Pannier Market Rules and Regulations, same to take effect from 1<sup>st</sup> April 2014.

b) Notes from the Meeting of the Town Hall & Pannier Market Consultative Group held on the 5th February 2014 were agreed (Appendix 5)

Arising from consideration of the above:-

RECOMMENDED THAT Summer opening 2014 be Monday 28<sup>th</sup> July to Monday 1<sup>st</sup> September (including the August Bank Holiday).

### **376. ITEMS FOR INFORMATION**

a) Tavistock Townscape Heritage Initiative

i – Progress Update (Appendix 6) – the Committee noted the report of the Project Manager

ii – Funding arrangements (Appendix 7) – the Committee noted the report of the Clerk.

b) Bedford Cottages –an update was provided in connection with the acquisition of the above and the basis of the Council decision to acquire was outlined.

c) Guildhall – application had been made to the Heritage Lottery Fund in accordance with the instructions of Council and copies of the summary Bid sent to all Members.

### **377. 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 which involved the consideration of legal matters and/or the financial and/or business affairs of persons other than the Council, it was:

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

### **378. GUILDHALL**

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

The Minutes of the Meeting of the Forward Planning, Policy and Programme Sub-Committee held on the 24th February 2014 had been circulated – minor amendments would be incorporated at the subsequent meeting of the Finance and General Purposes Committee.

### **379. LEGAL AND FINANCE MATTERS**

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

A request had been received for consent to change café operator in Council owned premises.

RECOMMENDED THAT Council agree the request subject to:

- i. Any arrangement meeting all safeguards as proposed by the Councils solicitors including, but not limited to, a further Deed of Variation and agreement on the terms of any new licence;
- ii. The applicant meeting the legal costs of the Council.

Chairman\_\_\_\_\_

Date \_\_\_\_\_

The Meeting closed at 7.21pm