

## **AGENDA ITEM No 4(c)(ii)**

<b>MINUTES</b>	of the Meeting of the <b>FINANCE AND GENERAL PURPOSES COMMITTEE</b> held at the Council Chamber, Drake Road, Tavistock on <b><u>TUESDAY the 27<sup>th</sup> MAY 2014</u></b> at <b><u>7:20pm</u></b>
<b>PRESENT</b>	Councillor Mrs A Johnson (Chairman) Councillor P Sanders (Vice Chairman)  Councillors A Fleet, Mrs J Metcalf , J Sheldon, D Whitcomb  Councillor H Smith (Mayor) Councillor Mrs S Bailey (Deputy Mayor)  Councillor C Rogers (Acting Chairman- Properties Committee)
<b>IN ATTENDANCE</b>	Town Clerk, General Manager, Assistant to the Town Clerk

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### **40. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors D Eberlie and J Moody.

### **41. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **42. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Special Meeting of the Finance and General Purposes Committee held on 20<sup>th</sup> May, 2014 be confirmed as a correct record and signed by the Chairman.

### **43. MEETING OF THE PROPERTIES COMMITTEE HELD EARLIER THAT EVENING**

The Chairman of the Properties Committee advised that there were no items arising from that meeting with a significant financial implication.

#### **44. GENERAL FINANCE**

##### **a) Schedule of Payments**

The Committee considered the monthly accounts, as at 31<sup>st</sup> March and 30<sup>th</sup> April 2014, 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> March and 30<sup>th</sup> April, 2014 (Appendix 2).

##### **c) Internal Audit Report**

The Committee received and endorsed the Report of the Internal Auditor (Appendix 3) following his recent visit regarding the Financial Year 2013-14.

Noted that arising from consideration of the above an updated copy of the Council's Asset Register would be made available to the Committee in due course.

##### **d) Members' Allowances**

The Committee was advised that notification had been received from West Devon Borough Council indicating that consideration of Members Allowances had been deferred to a future meeting. It was confirmed that the Independent Remuneration Panel did not intend to conduct interviews.

#### **45. ACCOUNTS AND ANNUAL RETURN FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2014**

The Committee received the Accounts (Appendix 4) and Annual Return (Appendix 5) for the 2013-2014 Financial Year which would be formally considered by Council at its next meeting.

In particular with regard to the Accounts and Annual Return 2013-2014 (Section 2) it was further;-

RECOMMENDED THAT

- i) the Tavistock Town Council Financial Statements for the year ended 31<sup>st</sup> March 2014 be received and adopted as a reasonable statement of the activities of the Council and the

Mayor and Town Clerk be authorised to sign same on behalf of the Council.

- ii) with regard to the Annual Return for the year ended 31<sup>st</sup> March, 2014:
  - i. The Mayor and Responsible Financial Officer be authorised to sign Section 1 of the Annual Return.
  - ii. The answers to the questions listed in Section 2 be as follows – Questions 1-8 (Yes), Question 9 (Not Applicable)
  - iii. The Mayor and Responsible Financial Officer be authorised to sign the Annual Governance Statement reflecting the above responses.

Noted that the Internal Auditor to the Council and its Accountant would be in attendance at the Meeting of Council scheduled to be held on the 3<sup>rd</sup> June, 2014 to present their year-end reports and answer any questions arising.

**46. NEW ELECTORIAL ARRANGEMENTS FOR WEST DEVON BOROUGH COUNCIL**

An extract from the Local Government Boundary Commission consultation in respect of the above had been circulated (Appendix 6). A composite map was available for inspection in the Council Chamber.

Arising from consideration of the above it was the consensus that, as the matter had previously been considered by a Special Meeting of Council, it be;-

RECOMMENDED THAT Tavistock Town Council, at its Meeting on 3<sup>rd</sup> June, 2014 consider this matter further and determine the response of the Council.

**47. STAFF CONTRACT REVIEW**

The Committee considered the Minutes of the Meeting of the Sub-Committee convened in connection with the above as held on Wednesday 14<sup>th</sup> May, 2014 (Appendix 7).

RECOMMENDED THAT the Minutes of the Meeting of the Sub-Committee established to consider the review of the staff contracts

held on Wednesday 14<sup>th</sup> May, 2014 be received and the recommendations therein endorsed and adopted.

Noted that the Minutes be amended to incorporate the inclusion, in the list of those present, of Councillor Mrs S Bailey.

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

##### **a) Tavistock Heritage Festival**

The Committee considered a request deferred from its previous Meeting seeking support for the above event.

RECOMMENDED THAT in the event that the Tavistock Heritage Festival 2014 should fail to secure sufficient income to cover the identified costs of the event a grant of up to £2,500 be made to cover such short-fall.

#### **49. ITEMS FOR INFORMATION**

The following items had been circulated for information only;-

##### **a) Report of the Assistant to the Town Clerk (Appendix 8)**

Arising from consideration of the foregoing appreciation was expressed, in particular, to those staff who had made the 2014 Tavistock Garden Festival such a successful event.

##### **b) Trade Dispute**

Receipt of Notification of the foregoing in relation to the proposed National Pay Award for 2014.

##### **c) Professional Services**

i) Council ICT – The Committee was advised of progress in connection with the foregoing and the intention to bring a report in connection with same for the next round of Meetings;

ii) Council Legal Services – The Committee was advised that, following a market testing exercise and competitive process, Foot Anstey had provided the best value offer and was retained as the Council's Legal provider.

d) Townscape Heritage Initiative Update

The Committee noted final submission had been made to the Heritage Lottery Fund in respect of the Townscape Heritage Initiative Scheme for Tavistock (Stage 2).

e) Chamber of Commerce

Minutes of the Meeting held on 7<sup>th</sup> April, 2014 (Appendix 9)

Noted that arising from consideration of the above and, in particular, matters relating to the proposed Northern Rail Route, the Mayor indicated that an offer was being made to Mr R Searight to attend the July Meeting of Council in connection with same.

f) Tavistock Town Team

Minutes of the Meeting held on 26<sup>th</sup> March, 2014 (Appendix 10).

g) Tavistock Bench-Marking Survey

Extract from West Devon Borough Council Member Bulletin (Appendix 11).

h) Tavistock BID

Minutes of the Meeting held on 24<sup>th</sup> April, 2014 (Appendix 12).

i) Tavistock Matters

Minutes of the Meeting held on 31<sup>st</sup> March, 2014 (Appendix 13).

j) West Devon Borough Council Strategic Leisure Review

It was noted and welcomed that the Borough Council had indicated its willingness to involve the Town Council in the consultation process. Progress in connection with the above would be reported in due course.

k) National Association of Local Councils

Minutes of the Meeting of the Larger Councils' Committee held on 21<sup>st</sup> January, 2014 (Appendix 14).

l) Tavistock Museum

Minutes of the Meeting of the Museum Trust held on 10<sup>th</sup> April, 2014 (Appendix 15).

m) West Devon and Tavistock Consultative Group

Minutes of the Meeting held on 19<sup>th</sup> March, 2014 (Appendix 16).

n) Future Agendas

i) Southern Link Parishes Committee – no items were suggested.

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

o) Updates received from Council Representatives serving on other Outside Bodies

No updates were received.

**50. 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

**51. 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.

Arising from consideration of the foregoing and in relation to (E), as listed in the report. it was –

RECOMMENDED THAT in the event that negotiations prove unsuccessful and the account is not brought back into credit within 3 months, the outstanding debt be recovered through the Small Claims Court.

Arising from a question the Officers of the Council further undertook to seek clarification as regards any potential relationship between the Tavistock Market Charter and arrangements in respect of 'lock up' leases in the Pannier Market.

**52. COMPLAINT**

(CONFIDENTIAL by virtue of relating to the personal circumstances or characteristics of the individual(s).

The Committee was provided with an update in respect of the above which was not in the public domain, the Council being advised that no further action would be taken.

The Meeting closed at 8.16pm

Signed.....

Dated.....

CHAIRMAN