

## **AGENDA ITEM 4 (c)**

**MINUTES** of the Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 24<sup>th</sup> FEBRUARY, 2015** at **7:30pm.**

**PRESENT**

Councillor Mrs A Johnson (Chairman)  
Councillor P Sanders (Vice Chairman)

Councillors D Eberlie, Mrs J Metcalf, J Sheldon, D Whitcomb.

Councillor H Smith (Mayor)  
Councillor Mrs S Bailey (Deputy Mayor)

Councillor Mrs M Ewings (Chairman – Properties Committee)

**IN ATTENDANCE**

Town Clerk, General Manager, Assistant to the Town Clerk

**NOTE** - Immediately prior to the Meeting Members received a presentation from Mesdames K Harbottle and K Royston of Transition Tavistock in connection with emerging work regarding an Economic Blueprint for the Town and surrounding area. Particular reference was made to issues associated with food, energy/energy conservation and related spend.

---

**372. APOLOGIES FOR ABSENCE**

An apology for absence had been received from Councillor J Moody.

Arising from discussion in connection with the above, it was further:

RECOMMENDED THAT Tavistock Town Council consider, at its Meeting on 3<sup>rd</sup> March 2015, whether or not to record, together with "Apologies for Absence" in the Minutes, a list of those who do not tender apologies for absence.

**373. DECLARATIONS OF INTEREST**

There were no Declarations of Interest

**374. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Finance and General Purposes Committee held on Tuesday 13<sup>th</sup> January, 2015 be confirmed as a correct record and signed by the Chairman.

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

The Chairman of the Properties Committee advised of items relating to a prospective grant from English Heritage and Council match funding together with a proposal that the Council undertake a marketing survey in relation to the Town Hall and linked facilities. In response to a question it was confirmed the brief for such a survey would be brought back to Members prior to issue.

**376. GENERAL FINANCE**

**a) Schedule of Payments**

The Committee considered the monthly accounts, as at 31<sup>st</sup> December, 2014 and 31<sup>st</sup> January, 2015 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> December, 2014 and 31<sup>st</sup> January, 2015 (Appendix 2).

**c) Year End Carried Forwards**

The Committee considered the prospective treatment of extant capital projects which were either commenced or scheduled to be commenced in year but were not presently complete (or commenced).

The affected capital budget heads were (as listed upon the Phased Budget report) 4805,4807,4811-4813, 4821, 4823-4824 together with revenue budget 4045.

RECOMMENDED THAT the foregoing projects and budget heads at year end be transferred/carried forward to the new financial year in order that same might be delivered.

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

The Committee considered the Minutes (Appendix 3) of the Meeting of the Forward Planning, Policy and Programme Sub-Committee (Minute Numbers 348-355 inclusive) held on Monday 16<sup>th</sup> February, 2015.

In the discussion arising from consideration of the above reference was made, amongst others, to the provisions included in Minute Number 354 (Communications & Media Policy) and its application or otherwise to staff and members.

RECOMMENDED THAT, subject to the deferral of Minute Numbers 356-358 to a later point in the Meeting in view of the confidential nature of the business to be transacted, the Minutes of the Meeting of the Forward Planning, Policy and Programme Sub-Committee held on Monday 16<sup>th</sup> February, 2015 be received and the recommendations contained therein be endorsed and approved.

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

The Committee proceeded to consider the following requests/items requiring a decision.

a) **Standing Order Revision Working Party**

The Committee considered the notes of the Meeting of the Standing Order Revision Working Party (Appendix 4) held on Tuesday 17<sup>th</sup> February, 2015 arising from which it was:-

RECOMMENDED THAT the Council endorse the proposals of the Working Party and, subject to same, approve and adopt the revised Tavistock Town Council Financial Regulations (as adapted from the recently revised NALC Model Financial Regulations), Members' Code of Conduct and Risk Management Policy.

b) **Request for Grants from Section 106 funds seeking Tavistock Town Council endorsement**

The Committee considered a report (Appendix 5) from the West Devon Borough Council Countryside and Community Projects Officer in connection with the Tavistock Youth Café and "Uskate"

RECOMMENDED THAT the above requests be endorsed.

Noted that Councillor Mrs M Ewings declared an interest in the Tavistock Youth Café by virtue of her Chairmanship of the organisation and took no part in the discussion thereon.

### **379. ITEMS FOR INFORMATION**

The following items had been circulated for information only:-

- a) Report of the Assistant to the Town Clerk (Appendix 6)

Noted that in particular, appreciation was expressed to those members of staff that had successfully completed Levels 1 and 2 in Customer Service.

- b) Goose Fair Income and Expenditure 2014 – Briefing Note (Appendix 7).

Noted that, a full picture of final costings would not be available until after year end (when re-allocations had taken place).

- c) Tavistock and District Chamber of Commerce – Minutes of the Annual Meeting held on 3<sup>rd</sup> February, 2014 and the General Meeting held on 5<sup>th</sup> January, 2015 (Appendix 8)

- d) Destination Okehampton – Notes of the Meeting held on 18<sup>th</sup> December, 2014 (Appendix 9).

Noted that, clarification was sought regarding the next meeting of the Group.

- e) Tavistock Town Team – Notes of the Meeting held on 21<sup>st</sup> January, 2015 (Appendix 10).

Noted that, in the discussion arising from consideration of the above particular reference was made to the status of the organisation together with various matters arising from the notes.

- f) NALC Larger Councils' Committee – Minutes of the Meeting held on 20<sup>th</sup> January 2015 (Appendix 11).

g) Items for agendas

- i. Southern Links Parishes Committee – no items were suggested.
- ii. West Devon/Tavistock Consultative Group – Items regarding the future operating arrangements and staffing structure of West Devon Borough and South Hams District Councils and further clarification regarding the nature of consultation arrangements with town/parish councils in the planning development control process.

h) Updates received from Council representatives serving on other outside bodies.

- i. The Council's representative upon the BID Company advised that a question had been tabled on behalf of the Council.
- ii. A report was received in respect of a recent meeting of the Devon Association of Local Councils' Larger Councils' Committee which had adopted the representations of Council regarding the Local Council Award Scheme.
- iii. It was reported that the Citizens' Advice Bureau was seeking to appoint a trustee from West Devon and it would be beneficial, if at all possible, if such a representative could come from the Tavistock area.
- iv. A general invitation was extended to Members to attend the meeting of the Children and Young People's Hub on 12<sup>th</sup> March, 2015.
- v. The outcome of recent Government funding arrangements for the Dartmoor National Park Authority and associated impacts were outlined.

**380. 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.

### **381. 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 appropriate, in respect of same.

Noted that,

- a) in respect of one of the matters listed it was reported that a petition had been received and was available for inspection in connection with same together with a communication from the Tenant which was reported.

In the discussion arising particular consideration was given to the circumstances of the case, available courses of action, and the consensus endorsing the action previously authorised and in hand. In particular, that the Council had gone to considerable lengths and cost, over a very long period of time, to seek resolution of issues and had been ultimately obliged to resort to legal proceedings through the persistent and longstanding non-payment of rent.

- b) in relation to "E" and in view of the recurrence of issues, the tenant be advised that they either meet their obligations in respect of the payment of rent promptly now, and in the future or, in the event that they fail to do so:

RECOMMENDED THAT in the event that "E" falls further into arrears or fails to promptly make current and future payments authority be delegated to the Town Clerk to bring proceedings for the recovery of the arrears of rent and, as appropriate, the termination of the tenancy and such other proceedings as are necessary.

- c) In relation to item G – "Tolley's of Tavistock Ltd" and in view of the correspondence received from the liquidators, it was

RECOMMENDED THAT Tavistock Town Council write off the amount due of £5789.92

- d) in relation to the first item on the Debtors list, Councillors P Sanders and Mrs J Metcalf advised that they had a non

prejudicial interest by virtue of being customers of the organisation/business concerned.

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

(**CONFIDENTIAL** – for the reasons listed in the report of the meeting)

The Committee considered the outstanding report of the above Sub-Committee held on 16<sup>th</sup> February, 2015, consideration of which had previously been deferred (Minute Number 378 refers)

The Minutes of the Meeting of the Forward Planning, Policy and Programme Sub-Committee held on 16<sup>th</sup> February, 2015 (minute numbers 356-358 inclusive).

RECOMMENDED THAT, subject to any amendments listed above the recommendations included in the foregoing report of the sub-committee meeting be approved and the report be received.

The press and public were readmitted to the meeting.

The Meeting closed at 8:55pm

Signed.....

Dated.....

CHAIRMAN