

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 5th APRIL, 2016** at **7.25pm.**

PRESENT Councillor H Smith (Chairman)
Councillor Mrs A Johnson (Vice Chairman)

Councillors A Lewis, P Palfrey, P Sanders,
P Williamson

Councillor Mrs S Bailey (Mayor)

Councillor Mrs M Ewings (Deputy Mayor)

Councillor C Rogers (Chairman – Properties Committee)

IN ATTENDANCE Town Clerk, Works Manager

324. APOLOGIES FOR ABSENCE

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

325. DECLARATIONS OF INTEREST

No Declarations of Interest were received.

326. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of the Finance and General Purposes Committee held on Tuesday 23rd February, 2016 be confirmed as a correct record and signed by the Chairman.

Arising from consideration of the above and, more particularly, the Action Log it was:-

RECOMMENDED THAT

- a) Action reference 156 – this action be deleted and replaced with a requirement to seek the views of the Institute of Cemetery and Crematorium Management upon the methodology applied for the assessment of residual cemetery space.

- b) Action reference 113(d) – this action be deferred for the time being.
- c) Action reference 90 – this action to be up-dated to reflect a revised timescale for consultation arrangements.
- d) Action reference 183 (c) – ‘implemented’ be amended to ‘implementing’
- e) Action reference 285 (a) – this action be deleted.
- f) Action reference 286 (a) – this action be deleted.

Noted That in response to questions an outline was given of the anticipated future use of the Council’s website for access to information by Members and discussions with the Borough Council in connection with provision of iPads.

327. MEETING OF THE PROPERTIES COMMITTEE HELD EARLIER THAT EVENING

The Chairman of the Properties Committee reported that there were no recommendations arising from that Meeting with a financial implication.

328. GENERAL FINANCE

a) Schedule of Payments

The Committee received and considered copies of the monthly accounts, as at 29th February, 2016 for submission to the next Council Meeting (Appendix 1).

b) Budget Monitoring Report

The Committee received and considered copies of the Budget Monitoring Report as at 29th February, 2016 (Appendix 2).

c) Virement

The Committee considered those budget heads where virement would be necessary and/or appropriate arising from which it was:

RECOMMENDED THAT virement be made from Reserves at year end in connection with the following as listed on the Phased Budget Report, namely expenditure details 4010, 4012, 4014, 4025, 4027, 4030, 4044, 4048, 4056, 4058, 4067, 4108, 4811.

d) Internal Audit

The Committee considered the following:-

i) **Interim Audit Report 2015-16**, (Appendix 3).

In response to the foregoing it was reported that:-

- a) Capital Projects – the Accountant to the Council was developing a Capital Goods Scheme for the Guildhall premises in order to ascertain the potential extent of recoverable VAT.
- b) CIS Registration Status – a review would be undertaken.
- c) Financial Regulations
 - The Council did not undertake investments – the shares held pre-dated the introduction of the Regulations.
 - It would be necessary to amend Standing Orders regarding the maximum percentage of available Reserves to be placed on deposit with any one bank or building society in view of the limitations around providers.
- d) PWLB – this had been provided and was in the appropriate file.
- e) VAT – Account 506 – this was being picked up at year end.
- f) Fixed Asset Register – the necessary supporting schedules for the Annual Return 2015 were in place. As regarded account 620, the view was taken that this should be retained in view of the significance of separately identifying in the accounting records, shares held.
- g) Goose Fair Cash Floats – this had been agreed and a separate Goose Fair cash float would be established.
- h) Mayor’s Fund – this matter was not covered within the Practitioner’s Guide, monies held were held for and on behalf of the Council. It was agreed that an annual summary of movements on the account be prepared for verification and signing by the Mayor at year end.
- i) Sales Ledger – noted.
- j) Car Park Income – agreed.
- k) Pannier Market Talk Talk Account – agreed.

RECOMMENDED THAT the foregoing actions be endorsed as/where necessary to give effect to same.

ii) Internal Audit Review of Capital Programme

The Committee considered the report of the Internal Auditor in respect of a review of the Council's Capital Programme (Appendix 4).

In the ensuing discussion, particular reference was made to related matters including organisational capacity, resourcing, property management, the cost of assets/liabilities and similar.

Arising from the foregoing it was

RECOMMENDED THAT the Forward Planning, Policy & Programme Sub-Committee give consideration, inter-alia, to the following recommendations:-

- 1) The Council should consider the potential impact on staffing, in particular, the demands placed on the Management Team of the Planned Programme of Capital Expenditure. The Council should consider how the potential absence of any of the key members of staff would impact the Council's ability to deliver both the Planned Capital Projects and the day to day delivery of services by the Council.
- 2) The Council should consider developing a Property Management Programme for its estates. It would be advantageous for this to be carried out using the professional resources already employed by the Council for the HLF funding requirement.
- 3) The Council should consider setting up a sinking fund (or a number of individual sinking funds) to aid the medium term funding of repairs and maintenance of its estates. The sinking funds should be consistent with the costs set out in the Property Management Programme.

329. ITEMS REQUIRING A DECISION

The Committee considered the following matters requiring a decision:-

a) Goose Fair Fees and Charges

The Committee considered the report of the recent Meeting held to consider Goose Fair Fees and Charges for 2016 (Appendix 5), arising from which it was

RECOMMENDED THAT an increase of 1.5% as recommended in the report be adopted subject to the identified figures being amended to read £10.70, £5.40, £7.40, £35.50, £14.60.

b) Lead Member For Dog Concerns

The above item had been referred back to the Committee for further consideration by Council.

There being no comment or discussion upon the item the matter fell.

c) World Heritage Site "Tinth" Anniversary

The Chairman of the Committee referenced an up-date previously given in connection with arrangements being made for Tavistock WHS Tinth Anniversary Celebrations 2016. The Council was providing support, alongside other organisations, to Tavistock Heritage which was the local lead body co-ordinating the event with the WHS Team.

330. ITEMS FOR INFORMATION

The following items had been circulated for information only;

- a) Destination Okehampton – Notes of the Meeting held on 18th February 2016 (Appendix 6).
- b) Tavistock Chamber of Commerce – Notes of the Meetings held on 1st February and 7th March, 2016 (Appendices 7 – 8).
- c) Report of the Assistant to the Town Clerk (Appendix 9)
Noted That arising from the foregoing, Councillors Mrs S Bailey, Mrs M Ewings, Mrs A Johnson, H Smith and P Williamson requested copies of the Tavistock Town Council Year Book 2016-2017.
- d) Tavistock BID Company – Minutes of the Meeting held on 16th March 2016 (Appendix 10).

- e) THI Project Management Board – Minutes of the Meetings held on 19th January and 14th March 2016 (Appendices 11 – 12).
- f) Devon Association of Local Councils, Larger Councils’ Sub-Committee – Minutes of the Meeting held on 18th February 2016 (Appendix 13).

Noted That arising from consideration of the above, and in response to a question, a Member outlined in detail progress in connection with the Heart of the South West Devolution Bid, the involvement of Local Principal Councils and issues pertinent to determination by Government.

- g) Southern Parishes Links Committee – Notes of the Meeting held on 17th March, 2016 (Appendix 14).
- h) Items for Future Agendas – there were no items suggested.
- i) Up-dates received from Council Representatives serving on Outside Bodies – no up-dates were received.

331. 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.

332. DEBTORS

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

The Committee considered and noted a list of all those with debts to the Council dating from earlier than the last quarter day (Appendix 15) and received up-dates, where appropriate, in respect of same.

In connection with Debtor A, it was further:-

RECOMMENDED THAT authority be delegated to the Town Clerk in consultation with the Chairman and Vice-Chairman of the Finance & General Purposes Committee to undertake, following advice from the Council’s Solicitors, such one or other course of action as listed in the report to secure the recovery of the premises.

Noted That advice would be sought regarding the status of dilapidations.

333. THI STAFFING

(CONFIDENTIAL by virtue of relating to persons other than the Council).

The Committee was advised of the current position in relation to the proposed appointment of a Townscape Heritage Initiative Project Manager, which was shortly to be re-advertised.

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

The Meeting closed at 9.22pm

Signed.....

Dated.....

CHAIRMAN