

## **AGENDA ITEM No. 6**

### **MINUTES**

of the Meeting of the **BUDGET & POLICY COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 19<sup>th</sup> DECEMBER, 2017 at 6.30 pm.**

### **PRESENT**

Councillor P Sanders (Chairman)  
Councillor P Ward (Vice Chairman)

Councillors Mrs M Ewings, Mrs A Johnson,  
P Palfrey, H Smith, P Williamson

Councillors A Hutton and P Squire (Ward  
Members)

### **IN ATTENDANCE**

Town Clerk, General Manager, Assistant to the  
Town Clerk

---

### **230. APOLOGIES FOR ABSENCE**

No apologies for absence had been received as all Members were present.

### **231. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Budget & Policy Committee held on Tuesday 14<sup>th</sup> November, 2017 (Appendix 1) be confirmed as a correct record and signed by the Chairman.

### **232. DECLARATIONS OF INTEREST**

The following Declarations of Interest were made in connection with items listed on the Agenda;

- i) Councillor Mrs A Johnson – Agenda Item 4 (m) by virtue of a close relative being a member of the organisation
- ii) Councillor P Sanders – Agenda Item 4 (n) by virtue of being involved with this organisation
- iii) Councillor Mrs M Ewings – Agenda Item 4 (i) by virtue of being the Chairman of the organisation
- iv) Councillor A Hutton – Agenda Items 4 (m) and 13 (b) by virtue of being a member of both these organisations

## **ITEMS FOR RECOMMENDATION TO COUNCIL**

### **233. APPLICATIONS FOR FINANCIAL ASSISTANCE 2018/19**

Clarification was sought regarding the recent changes made to the Grants Policy by the Town Council at its Meeting on 17<sup>th</sup> October, 2017 (Minute No. 149 refers).

It had been decided that no organisation would receive a Grant for more than 3 consecutive years, but clarification on when this change in Policy would start was discussed.

Following discussion the consensus was that the 3 year period should commence from Grant applications received in December 2018 (to be paid out from April 2019), so would not apply to Grant applications already received. It was further noted that organisations could not, and should not, depend on receiving a Grant each year within any 3 year period as there was no presumption that, having received a grant in one year, application in a succeeding year(s) would be successful.

Concerns were raised that some applicants could suffer financially and might not be able to continue without this annual financial support. However, it was considered that some organisations were becoming too reliant on this funding and regarded it as annual income, rather than a Grant. Likewise there should not be a presumption organisations that were successful would receive all that was requested. Arising from the foregoing it was:

RECOMMENDED THAT the Grants Policy be further updated to reflect these additional amendments and clarification.

Noted That the Assistant to the Town Clerk would draw applicants' attention to these changes in Policy when writing to them, advising them of the decisions with regard to the current applications.

The Committee proceeded to consider a Schedule of Applications (Appendix 2) for Grants from local organisations arising from which it was:

RECOMMENDED THAT;

- a) Tavistock Swimming Club  
A Grant of £ 1,400 be made,

- b) Tavistock Edge  
A Grant of £350 be made toward insurance and artistic licences
- c) Junior Life Skills  
A Grant of £ 350 be made
- d) Tavistock & District Local Transport Partnership  
As the information provided was dated and therefore incomplete, and so did not adequately reflect the current position of the organisation or the services offered:  
  
No Grant be made
- e) The Dartmoor Society  
As this appeared to be commercial in nature without directly or sufficiently benefiting the town:  
  
No Grant be made
- f) Tavistock Musical Theatre Company  
A Grant of £ 1,000 be made
- g) T, N, M and WD Citizen's Advice  
In recognition of the additional services offered and the benefits accruing to residents of the town:  
  
A Grant of £ 4,000 be made
- h) Son Rise Specials Trust  
In view of the benefits to children and young people with difficulties:  
  
A Grant of £ 1,200 be made
- i) New Tavistock Youth Café  
A Grant of £ 2,500 be made
- j) West Devon Art Workshops CIC  
In view of the benefits to the long term unemployed:  
  
A Grant of £ 500 be made
- k) Libraries Unlimited South West  
A Grant of £ 2,000 be made

- l) Tavonians Theatre Company  
A Grant of £ 400 be made
  
- m) Tavistock Lions Club Santa's Grotto  
As Tavistock Town Council was already supporting this event by providing storage, flexibility around space for delivery etc:  
  
No Grant be made
  
- n) Tavistock Festival Community Interest Organisation  
No Grant to be made

Noted That Councillor Mrs M Ewings arrived during consideration of item (i) above and declared a personal non pecuniary interest in the matter and took no part in the deliberations thereon. She also declared an interest in item (m).

#### **234. COUNCIL BUDGET & PRECEPT 2018-19**

The Committee considered a draft Budget Summary, together with the draft Budget by Combined Account Code and Fixed Asset Register (Appendices 3-5 refer), with a view to recommending for approval and adoption the 2018 - 19 Council Budget, and associated Precept to deliver the range of projects, programmes and initiatives previously agreed for the Town.

RECOMMENDED THAT

- a) The proposed Council Budget 2018-19 as submitted be approved and adopted;
- b) The Precept for Tavistock Town Council 2018-19 be adopted and endorsed in the sum of £135.30 per Band D property equivalent, representing an increase of 9.58%.

#### **235. GUILDHALL GATEWAY CENTRE**

Progress with the Round 2 Application to Heritage Lottery Fund (HLF) was discussed, together with the view that, if successful, HLF would require the Lease between the Town Council and Tavistock Heritage Trust to be in place, prior to either offer and/or any permission to start.

Further to the last Meeting the views of the Council's Internal Auditor had been received (Appendix 6) together with a précis of associated comments from the Business Plan Lead (Appendix 7)

In the ensuing discussion reference was made to a range of issues including:-

- a) Consensus that the points raised by the Internal Auditor, whilst assisting in clarifying various matters, did not indicate a material

change of circumstances or reallocation of risk such as to merit a change of approach given the relatively modest sums involved in relation to the overall scope and scale of the Project. However, it was common ground that the Project should be subject to ongoing monitoring.

- b) The potential that HLF might join THT with the Council in any prospective award;
- c) The importance attached to respecting the advice received by the Council that a lease represented the appropriate form of arrangement for operation of the facility proposed;
- d) The benefits of co-ordinating public realm activity (THI) in the Guildhall Square with works to the Guildhall Complex itself;
- e) The role and operation of the Tavistock Heritage Advisory Forum in relation both to the Scheme and THT;
- f) The potential benefits of arranging a meeting for Members with THT early in the New Year;
- g) The tests and targets set by the Council, both for itself and THT, to be achieved in order that the project could appropriately proceed.

Noted That the Town Clerk undertook to write to Tavistock Heritage Trust to seek clarification in relation to the Tests and Targets previously set, and its progress against them.

Once received, these to be put before Council for an assessment to be made.

RECOMMENDED THAT Tavistock Heritage Trust be requested to respond/advise of the position in relation to the Tests and Targets set by the Council in July, 2017 in order that the Council may consider those alongside those tests and targets set for the Council itself.

Noted That an informal meeting would be arranged with Tavistock Heritage Trust Board early in January 2018, once the Lease documentation had been agreed. This meeting to take place prior to Tavistock Heritage Trust's planned Board Meeting at the end of January 2018.

## **236. COST RECOVERY**

The Committee considered a report provided by Councillor Mrs A Johnson (Appendix 8) in respect of the Council's methodology for accounting for costs when delivering or supporting events arising from which it was:

RECOMMENDED THAT the views of either the Accountant or Internal Auditor to the Council be sought to identify the measures

required to support full cost recovery and any associated template to assist.

**ITEMS CIRCULATED**  
**FOR INFORMATION ONLY**

**237. CAPACITY/STAFFING**

The Report of the Town Clerk was considered (Appendix 9) - it being noted that, for the reasons given, it would be premature (subject to monitoring and review), to seek to put in place permanent arrangements at this time.

**238. BUTCHERS' HALL UPDATE**

The Report of the Market Development Officer (Appendix 10) was noted which set out the scope and direction of work being undertaken to support the themed market offer for the Butchers' Hall.

**239. NEIGHBOURHOOD DEVELOPMENT PLAN**

There was no further update in connection with the above.

**URGENT BUSINESS BROUGHT FORWARD AT**  
**THE DISCRETION OF THE CHAIRMAN**

**240. PARTNERSHIP WORKING – SAFEGUARDS & RISK MANAGEMENT**

A Member raised matters regarding the importance attached to appropriate Health & Safety and risk management arrangements, with particular reference to partnership/co-production initiatives and related communications from Officers.

Noted That the Chairman undertook to convey those views on behalf of the Meeting to an organisation concerned.

**241. 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.

**CONFIDENTIAL ITEMS**  
**FOR RECOMMENDATION TO COUNCIL**

**242. LEGAL & PROPERTY MATTERS**

(**CONFIDENTIAL** by virtue of relating to information of a commercially sensitive nature and/or legal proceedings)

a) **Long Leases**

Cornmarket - the Committee was advised that matters were progressing along the lines instructed.

b) **Tavistock Tennis Club**

The Committee considered the draft Heads of Terms (Appendix 11) of the proposed Lease between Tavistock Town Council and Tavistock Tennis Club.

The Clerk advised of communications with representatives of the tenant and progress made to date.

In the circumstances the Committee endorsed the approach taken, subject to review in due course if agreement could be reached on the outstanding issues.

RECOMMENDED THAT the Clerk be authorised to continue to progress negotiations and bring the matter back to Council for decision when either agreement had been reached (without prejudice) on Heads of Terms or in the event that it could not be reached.

The Meeting closed at 8.55pm.

Signed.....

Dated.....

CHAIRMAN

