

MINUTES of the Meeting of the **PROPERTIES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 12th JANUARY, 2016** at **6.30pm**

PRESENT Councillor C Rogers (Chairman)
Councillor Mrs L Roberts (Vice Chairman)

Councillors T Gibbins, E Sanders, A Venning, P Ward, Mrs J Whitcomb.

Councillor Mrs M Ewings (Deputy Mayor)

Councillor H Smith (Chairman – Finance & General Purposes Committee)

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

220. APOLOGIES FOR ABSENCE

An apology for absence had been received from Councillor Mrs S Bailey (Mayor).

221. DECLARATIONS OF INTEREST

There were no declarations of interest.

222. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of the Properties Committee held on Tuesday 1st December, 2015 be confirmed as a correct record and signed by the Chairman.

Noted That arising from consideration of the above, reference was made to progress in connection with a marketing review to follow completion of the Council's Strategic Plan together with the introduction into Manager's Reports of up-dates in relation to outstanding matters previously identified for progression.

223. ITEMS FOR INFORMATION

The following items had been circulated for information only:

a) Service Reports

General Manager (Appendix 1)

Noted That in connection with the above particular reference was made to:-

- The definition of various abbreviations used within the report;
- The role of various Authorities and Statutory Bodies in connection with the development and delivery of a Community Flood Plan;
- Arrangements in connection with path maintenance and lighting repairs in the Meadows;
- Previous consideration in connection with applicable measures in cases of extreme (cold) weather conditions;
- Progress in connection with Tenders presently being let;
- The application and organisation of arrangements in connection with dog fouling;
- Progress in relation to the delivery of Council ICT. More specifically, the extent to which system implementation had been completed, extensive work on key databases such as pot-hole register, tree inspection register, graveyard mapping, etc, had been and continued to be undertaken.

The architecture for the Council's website had been previously submitted to Members and was with the provider. However, it was recognised that there was a piece of work to be undertaken regarding the development and population of certain aspects – in particular as regarded the Pannier Market and Town Hall. This was targeted to be supported through the engagement of an external resource by the General Manager in the first part of February. A connection for live streaming of Council Meetings would be provided as soon as works to the relevant BT "cabinet" had been completed to enable the service to operate without fault.

In general the Council's overall IT infrastructure was much improved as regarded the basic system following the works that had been undertaken. The emphasis going forward was necessarily upon the website to deliver the planned benefits associated with easier navigation, single point of access to Council services and improved formatting. Associated technical works were planned to be completed during February.

b) Works Manager's Report (Appendix 2)

Noted That arising from consideration of the above, particular reference was made to good wishes extended to the Works Manager, a report of a broken fence at Monksmead and arrangements in connection with relocation of staff/certain items of equipment associated with works proposed to the Butchers' Hall.

c) Pannier Market (Appendix 3)

Noted That arising from consideration of the above, a Member referenced the conduct of a successful event and commended staff accordingly.

d) Town Hall Report (Appendix 4)

Noted That arising from consideration of the above a Member noted a recent successful event together with an up-coming themed event and commended staff accordingly.

e) Consultative Group – Town Hall and Pannier Market Consultative Group Meeting

The Committee received and noted the report of the above Consultative Group Meeting held on 9th December 2015.

The Meeting closed at 7.28pm

Chairman_____

Date _____