



Town Council Offices
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25th August 2015

Dear Councillor

I hereby give you notice that a Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** will be held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 1st SEPTEMBER 2015** at **7:00pm** or upon the rising of the Properties Committee, whichever is the later.

Yours faithfully

Carl Hearn
Town Clerk

MEMBERSHIP OF THE COMMITTEE

Councillors Mrs A Johnson, A Lewis, J Moody, P Palfrey, P Sanders, J Sheldon, H Smith, P Williamson.

Councillor Mrs S Bailey (Mayor)
Councillor Mrs M Ewings (Deputy Mayor)

Councillor to be appointed (Chairman - Properties Committee)

AGENDA

1. ELECTION OF CHAIRMAN

To elect the Chairman of the Finance and General Purposes Committee for the ensuing Civic year

2. ELECTION OF VICE-CHAIRMAN

To elect the Vice-Chairman of the Finance and General Purposes Committee for the ensuing Civic year

3. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

4. DECLARATIONS OF INTEREST

To receive disclosures of unregistered other interests from Councillors on matters to be considered at the meeting. The disclosure shall include the nature of the interest. If a Member becomes aware, during the course of a meeting, of an interest that has not been disclosed under this item they must immediately disclose it.

Under the Code of Conduct Councillors with a registerable interest must leave the room for the duration of consideration of the Item to which the interest relates. Those with a "other" interest, must apply the tests set out in the Code of Conduct as to whether or not there are circumstances which might enable them to remain.

5. CONFIRMATION OF MINUTES

- a) To confirm the Minutes of the Meeting of the Finance and General Purposes Committee held on Tuesday, 7th April 2015 (enclosed).
- b) Matters arising – to review the Log of outstanding actions for the Finance and General Purposes Committee (circulated separately)

6. APPOINTMENTS

To recommend appointments to Council in respect of the Membership of the:

- a) **Standing Orders Working Group** (4 Members)
- b) **Councillor Lead for Member Development** (presently Councillor H Smith)
- c) **Councillor Essentials Course** – to invite Members of Council to consider attending at the course scheduled to be held on Thursday 19th November, 2015 (correspondence enclosed).
- d) **Connecting Dartmoor & Devon** – representative at local councils event (correspondence enclosed).

7. MEETING OF THE PROPERTIES COMMITTEE HELD EARLIER THAT EVENING

The Chairman of the Properties Committee to report on any recommendations with a financial implication

8. GENERAL FINANCE

- a) **Schedule of Payments** – to consider the monthly accounts, as at 31st July, 2015 for submission to the next Council Meeting (a Schedule of all payments is enclosed)
- b) **Budget Monitoring Report** – to consider the phased Budget Monitoring Report as at 31st July, 2015 (enclosed)

NOTE – should Members have any detailed questions concerning any payments or other financial matters they should be passed to the Internal Auditor or the General Office well in advance of the Meeting in order that enquiries may be undertaken and an informed response prepared.

9. TAVISTOCK TOWN COUNCIL STRATEGIC PLAN - REVIEW

Report Enclosed.

10. SERVICE PLANNING 2015-16

To consider and endorse the following Service Plans for adoption by Council as a basis for the delivery of Council Services 2015-16 together with accompanying updates on progress against the previous year:

- a) Administration (enclosed)
- b) Corporate (enclosed)

NOTE the attention of the Committee is drawn, in particular, to the content of the covering report appended to item 7 of the Properties Committee held previously which relates to both Committees and is not reproduced here in the interests of economy.

11. ITEMS FOR INFORMATION

To note the following matters which are circulated for information only:-

- a) Report of the Assistant to the Town Clerk (enclosed)
- b) Townscape Heritage Initiative: Project Management Board – to note emerging terms of reference (enclosed)
- c) Tavistock Townscape Heritage Initiative Scheme - report of the Project Manager (enclosed)

12. URGENT BUSINESS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN

Matters which the Chairman decides are urgent and the reasons relating thereto.

13. 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 to consider that the Press/Public be excluded from the Meeting for the following item(s) of business

14. DEBTORS

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

Councillors are reminded that if a matter has not been specified on the Agenda no formally binding decision can be taken on it.

USE OF TELEVISED & SOUND RECORDINGS AT COUNCIL & COMMITTEE MEETINGS

Televised, vision and sound recordings or live broadcastings by members of the press or public at Council or Committee debates are permitted and anyone wishing to do so is asked to inform the Chairman of the respective Committee of their intention to record proceedings.

