

AGENDA ITEM No 4(b)

MINUTES of the Meeting of the **PROPERTIES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 24th FEBRUARY 2015** at **6.30pm**

PRESENT Councillor Mrs M Ewings (Chairman)
Councillor C Rogers (Vice Chairman)

Councillors E Sanders, J Sellis, E Sherrell, B Trew,
Mrs J Whitcomb

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

Councillor Mrs A Johnson (Chairman – Finance & General
Purposes Committee)

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

368. APOLOGIES FOR ABSENCE

There were no apologies for absence as all Members were present.

369. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

370. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of the Properties Committee held on Tuesday 13th January, 2015 be confirmed as a correct record and signed by the Chairman.

371. SERVICE REPORTS

The Committee received the following Managers' Reports:-

a) General Manager's Report

The Committee considered the report (Appendix 1) of the General Manager arising from which it was:

RECOMMENDED THAT Tavistock Town Council endorse the proposed 20% match funding, in principle, for the refurbishment of Betsy Grimbal's Tower and the related scheduled monuments up to a capital value of £ 100,000 (ie Council contribution up to £20,000).

Following a discussion regarding the planned refurbishment of the Rundle Room, and in an effort to recoup these costs by increasing letting income, it was:

RECOMMENDED THAT Tavistock Town Council put in place arrangements to appoint a marketing company to carry out a strengths, weaknesses, opportunities and threats analysis and produce a strategy for the future marketing of the Town Hall Complex.

Noted That

- i) the figure given in the second paragraph of part 3 of the report be amended to read £4253.01
- ii) the funding for the recommendation as listed above to be sourced from utilisation of any unexpended monies arising in budget heads 4029 (coach drivers incentive) & 4031 (other advertising). Arising therefrom reference was made to the outcome of a similar exercise undertaken previously.

b) Works Department Report

The Committee considered the report (Appendix 2) of the Works Manager.

Noted that;-

- i. In response to concerns regarding dog fouling on Whitchurch Down the General Manager undertook to review and report back regarding waste bin provision, signage and associated issues in consultation with the Borough Council for those areas most affected.
- ii. Appreciation was expressed regarding the quality of the tender documents produced for the Duke Street re-pointing project.
- iii. It was confirmed that the reinstatement of land under the derogation order for Whitchurch Down was planned for early April 2015, confirmation of the date from Natural England was awaited.

c) Pannier Market Report

The Committee considered and received the report (Appendix 3) of the Market Reeve

Noted that;-

- i) In response to a report of a missing panel in the entry door to the Pannier Market from Bedford Square an undertaking by the Works Department to investigate urgently
- ii) A request was made that receipts be included in the 'Takings' section be on a like for like basis as between collection periods.

d) Town Hall Report

The Committee considered and received the report of the Town Hall Manager

Noted that a revised Town Hall Manager report (Appendix 4) was circulated at the meeting.

e) Matter Arising

Arising from consideration of the foregoing reports, and in response to a question expressing reservations regarding reporting arrangements, it was noted that the Council had delegated authority to approve submission of the Stage 1 Heritage Lottery Fund application in respect of the Guildhall to the Forward Planning, Policy & Programme Sub-Committee (FPPP) which represented both main Committees. In response to reservations the importance of both Committees, most specifically Properties, being involved was expressed and acknowledged. Reference was further made to various aspects of the proposal and the deliberations of the Sub-Committee. The opportunity to discuss the matter further when the Minutes of the Meeting of the Sub-Committee were considered subsequently that evening was noted.

The Meeting closed at 7.17pm

Chairman _____

Date _____