



# Tavistock Town Council

*Working for the local community*

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26<sup>th</sup> April 2016

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 3<sup>rd</sup> MAY, 2016** at **7:00pm** or upon the rising of the Properties Committee, whichever is the later.

Yours faithfully

Carl Hearn  
**Town Clerk**

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## **MEMBERSHIP OF THE COMMITTEE**

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

Councillors A Lewis, J Moody, P Palfrey, P Sanders, J Sheldon, P Williamson.

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

Councillor C Rogers (Chairman - Properties Committee)

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## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

## **2. 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.

## **3. CONFIRMATION OF MINUTES**

- a) To confirm the Minutes of the Meeting of the Finance and General Purposes Committee held on Tuesday 5<sup>th</sup> April, 2016 (previously circulated).
- b) Matters arising – to review the Log of outstanding actions for the Finance and General Purposes Committee (circulated separately)

## **4. MEETING OF THE PROPERTIES COMMITTEE HELD EARLIER THAT EVENING**

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

## **5. GENERAL FINANCE**

- a) **Schedule of Payments** – to consider the monthly accounts, as at 31<sup>st</sup> March 2016 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 31<sup>st</sup> March, 2016 (enclosed).
- c) **Virements** – to consider any further virements necessary and consequential upon financial year end (note – uncompleted capital projects are automatically carried forward).
- d) **Write-Off of Play Equipment** – To endorse a write off for the disposal of play equipment (mini-roundabout) purchased in the estimated sum of £5,000 to be written off due to obsolescence at a nominal scrap value.
- e) **Council Financial Regulations & Procedural Standing Orders**– to consider the following (briefing note enclosed)
  - i. **Tavistock Town Council Financial Regulations**  
Revised to take into account, in particular, amendments regarding Treasury Management and legislative changes to contract procurement (enclosed)
  - ii. **Tavistock Town Council – Standing Orders**  
(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.

## **6. ITEMS REQUIRING A DECISION**

To consider the following items requiring a decision: -

- a) **Calendar of Meetings 2016-17** – to consider the adoption, in principle, of a draft Calendar of Meetings for the 2016-17 Civic Year to enable the printing of the Council Year Book and Diary (enclosed).
- b) **Letting of Council Premises – Tenant Surety** (correspondence to follow. Members are asked to bring with them to the Meeting the report submitted to the Meeting of the Forward Planning, Policy & Programme sub-Committee held on 15<sup>th</sup> February 2016 and the views of the Chairman of the Properties Committee subsequently circulated to all Councillors).
- c) **Councillor ICT** – Briefing note (enclosed)
- d) **Grant Application**, Tavistock & District Chamber of Commerce – (enclosed)
- e) **Town Hall Charging Arrangements** – Report of the Town Hall Manager (enclosed)

## **7. 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) Tavistock Heritage – Minutes of the Meeting held on 23<sup>rd</sup> March, 2016 (enclosed);
- c) Tavistock Chamber of Commerce – Minutes of the Meeting held on the 4<sup>th</sup> April, 2016 (enclosed)
- d) Items for future Agendas – to make suggestions to the Borough Council regarding proposed Agenda items for future meetings of the Southern Links Parishes Committee.
- e) Any update from or questions to Council representatives serving on other outside bodies in connection with the work of those bodies.

## **8. URGENT BUSINESS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

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

## **9. 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

## **10. DEBTORS**

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

information)  
Report enclosed

- 11. TOWN HALL STOCK AUDIT**  
**(CONFIDENTIAL)** by virtue of relating to commercially sensitive information)
- 12. LEGAL MATTERS**  
**(CONFIDENTIAL)** by virtue of relating to commercially sensitive information)  
To receive any Oral update in connection with outstanding legal matters

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.