

**MINUTES** of the Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **27th NOVEMBER, 2012** at **7:15pm**

**PRESENT** Councillor J Sheldon (Chairman)  
Councillor Mrs M Ewings (Vice Chairman)

Councillors D Eberlie, Mrs J Metcalf, D Rose, D Whitcomb

Councillor Mrs A Johnson (Mayor)  
Councillor H Smith (Deputy Mayor)

Councillor Mrs S Bailey (Chairman of Properties Committee)

**IN ATTENDANCE** Town Clerk, Works Superintendent, Assistant to the Town Clerk

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**277. APOLOGIES FOR ABSENCE**

An apology for absence had been received from Councillor P Sanders.

**278. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**279. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Finance and General Purposes Committee held on 16<sup>th</sup> October, 2012 be confirmed as a correct record and signed by the Chairman.

Noted That - arising from consideration of the above officers undertook to review the action log format with a view to the removal of extraneous matters and operational detail.

**280. MEETING OF THE PROPERTIES COMMITTEE HELD EARLIER THAT EVENING**

The Chairman of the Properties Committee reported that, with the exception of the decision to waive rent reviews for the forthcoming year, there were no matters which had a potentially substantial financial implication arising from the Properties Committee meeting held earlier that evening.

**281. GENERAL FINANCE**

a) **Schedule of Payments**

The Committee considered the monthly accounts for submission to the next Council Meeting (Appendix 1).

Noted That - in response to a Member's question the Committee was advised that it was anticipated changes in the financial framework affecting local government would shortly enable this item to be removed from the Agenda.

b) **Budget Monitoring Report**

The Committee received and considered a copy of the Budget Monitoring Report as at 16<sup>th</sup> November, 2012 (Appendix 2).

c) **Forward Planning, Policy and Programme Sub-Committee**

The Committee considered the Minutes of the Meeting of the Forward Planning, Policy and Programme Sub Committee held on 13<sup>th</sup> November, 2012 (Appendix 3).

RECOMMENDED THAT the Minutes of the Meeting of the Forward Planning, Policy and Programme Sub-Committee held on 13<sup>th</sup> November October, 2012 be received and the recommendations therein endorsed and adopted.

d) **Dispensation and Precept**

The Committee considered the need for a dispensation to be issued by the Town Council in order to enable affected Members to vote upon the setting of the Precept. It was also noted that similar would be required as regarded Members' Allowances in due course.

RECOMMENDED THAT Tavistock Town Council grant a dispensation under the Code of Conduct to enable all Members of the Town Council to speak and vote on:-

- i) The setting of the Council Tax Precept for 2013-14 and future years;
- ii) The setting of allowances for Members of Tavistock Town Council now and in the future.

**282. REQUESTS/OTHER ITEMS REQUIRING A DECISION**

a) **Consultation on Proposed Dispersal Order**

The Committee considered correspondence from West Devon Borough Council setting out proposals for time limited Dispersal Orders (Anti-Social Behaviour Act 2003) in respect of both Tavistock Town and the Bedford Car Park.

RECOMMENDED THAT West Devon Borough Council be advised of Tavistock Town Council's support for the proposed Dispersal Orders in respect of:-

- a) Tavistock Town (duration 1<sup>st</sup> December, 2012 - 1<sup>st</sup> March, 2013); and
  - b) Bedford Car Park (duration 1<sup>st</sup> December, 2012 – 1<sup>st</sup> June, 2013).
- (Appendix 4)

Furthermore the Borough Council be requested to consider the inclusion within (a) above of the areas of Tiddybrook and Anderton Lane.

b) **Tavistock Traffic Management Plan**

The Committee considered proposals arising from previous meetings of the Consultative Group established to develop a Tavistock Traffic Management Plan together with a draft response (Appendix 5) derived from an informal meeting of Tavistock Town Councillors held on Friday 23<sup>rd</sup> November.

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

- The significant extent of previous consultation/engagement with, and Town Council representation on, the meetings which had led to the development of the Management Plan;
- A range of views regarding the ability/authority of the Highway Authority to remove/amend signage;
- Issues raised by brown tourism signs;
- The background to and formation of the Tavistock Traffic Consultative Group;
- The extent to which the recommendations of the Traffic Management Plan, and those from the Town Council deliberations, did/did not represent a considered view of how best to deal with signage and related matters in Tavistock.

Consideration of how best to proceed was deferred to the deliberations of the Tavistock Town Council at its Meeting on 4<sup>th</sup> December, 2012.

Noted That it was reported that the Highway Authority had granted an extension of time for response to the Consultation to allow for the views of the Council to be taken into account.

c) **Cornwall and West Devon Mining Landscape World Heritage Site**

The Committee considered the Consultation Draft Cornwall and West Devon Mining Landscape World Heritage Site Management Plan 2013-2018 (Appendix 6).

Arising from consideration of same it was

RECOMMENDED THAT Tavistock Town Council respond by way of reiterating the Councils commitment to the suitability of the Town to serve as a Key Centre for the World Heritage Site.

Noted That - pursuant to the previous decision of the Council to support Key Centre status for the Town, the information that applications for financial assistance were being submitted to local authorities and other stakeholders to develop an application for Key Centre Status was welcomed.

d) **Localisation Strategy**

The Committee noted the contents of the West Devon Borough Council Localisation Strategy (Appendix 7) which set out a framework to support Town and Parish Councils to work with the Borough Council on the localism agenda.

A series of surgeries had been arranged – the one for Tavistock and surrounding area being held on 24<sup>th</sup> January, 2013.

[Noted That there was a lack of clarity regarding the status of these meetings. Subsequent discussions with the Borough Council indicated a primary focus on issue specific matters and discussions with Town/Parish Clerks. Consequently it is likely that Tavistock wide

issues will continue to be best picked up through the ‘Working Together in the Interests of Tavistock’ Joint Consultative Group]

**283. ITEMS FOR INFORMATION**

The following items had been circulated for information only:-

- a) Report of the Assistant to the Town Clerk (Appendix 8)
- b) Performance indicators – Corporate and Office (Appendix 9)
- c) Items for Future Agendas
  - i) Southern Link Committee  
The next meeting was scheduled to be held on the 6<sup>th</sup> December, 2012
  - ii) West Devon/Tavistock Consultative Group – (Appendix 10)

Noted That a request was made to the Borough Council that the following item – ‘Landscaping and the Guildhall Toilets’ be added to the agenda at the request of Councillor Mrs M Ewings

- d) Updates from Councillors Serving on Outside Bodies – there were no updates
- e) Chamber of Commerce – Minutes of the Meeting held on 5<sup>th</sup> November, 2012 (Appendix 10)
- f) Tavistock Enterprise Hub Community Interest Company – Members were advised of an invitation to attend the official opening of the TEH on 3<sup>rd</sup> December, 2012 at 7.30pm at the Pearl Assurance House.
- g) Tavistock Townscape Heritage Initiative – Minutes of the Meeting held on 13<sup>th</sup> November, 2012 (Appendix 11)
- h) Cemetery Provision – copy correspondence regarding the above from West Devon Borough Council’s Strategic Planning Department (Appendix 12).

Noted That

- i) in response to a Member’s question the Committee was advised of the normal practice adopted by External Auditors in relation to the identification of, and commitment of funds to, capital projects;
- ii) reference was made to progress in respect of Superfast Broadband;
- iii) Councillor Mrs M Ewings left the Meeting at this point.

**284. 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.

**285. LEGAL AND FINANCE MATTERS**

(**CONFIDENTIAL** – by virtue of relating to legal and financial matters)

The Committee received an oral update in respect with progress regarding proceedings in relation to a former market trader.

**286. CONTRACTS REVIEW**

(**CONFIDENTIAL** – by virtue of relating to the personal or financial affairs of persons other than the Council)

The Committee considered the Minutes of the Meeting of the Sub-Committee held on the 14<sup>th</sup> November, 2012 as constituted to consider matters appertaining to the review of the contracts of Council Staff

RECOMMENDED THAT

- a) Tavistock Town Council endorse proposals i-x as set out in the report of the Sub-Committee to offer as a basis for settlement with the staff side in connection with the current review of employee contracts, having particular regard to the difficult financial circumstances affecting staff on lower pay
- b) Subject to agreement being reached with the staff side on the overarching principles set out in (a) above, authority be delegated to the Contract Review Sub-Committee to determine consequential or related administrative matters and to reach a final settlement on behalf of the Council.

**287. DEBTORS**

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

The Committee considered and noted the list of all those with debts to the Council dating from earlier than the last quarter day and received updates, where relevant, in respect of same.

**288. STAFF RETIREMENT**

(**CONFIDENTIAL** – by virtue of relating to personal or contractual matters)

The Committee enjoined with the recommendation of the Properties Committee held earlier that evening to express the Council’s appreciation to an outgoing staff member.

The Meeting closed at 8.15pm.

Chairman.....

Date.....



**MINUTES** of the Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **16th OCTOBER, 2012** at **7:53pm**

**PRESENT** Councillor Mrs M Ewings (in the Chair)

Councillors R Eberlie, Mrs J Metcalf, D Rose, P Sanders, D Whitcomb

Councillor Mrs A Johnson (Mayor)  
Councillor H Smith (Deputy Mayor)

Councillor Mrs S Bailey (Chairman Properties Committee)

**IN ATTENDANCE** Town Clerk, Works Superintendent, Assistant to the Town Clerk

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**215. APOLOGIES FOR ABSENCE**

Apologies for absence have been received from Councillors P Sanders and J Sheldon.

**216. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**217. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Finance and General Purposes Committee held on 4<sup>th</sup> September, 2012 be confirmed as a correct record and signed by the Chairman.

**218. MEETING OF THE PROPERTIES COMMITTEE HELD EARLIER THAT EVENING**

The Chairman of the Properties Committee reported that there were no matters which had a potentially substantial financial implication arising from the Properties Committee Meeting held earlier that evening.

**219. GENERAL FINANCE**

a) **Schedule of Payments**

The Committee considered the monthly accounts for submission to the next Council meeting (Appendix 1).

b) **Budget Monitoring Report**

The Committee received and considered a copy of the Budget Monitoring Report as at 30th September, 2012 (Appendix 2).

Noted That in response to a Members' question the Committee was advised that half yearly transfers and updates were to be undertaken by the Council's Accountant shortly.

c) **Tavistock Town Council Audit 2011/12**

The Committee was advised that the Audit Commission had advised the Council that there were no matters to which it wished to draw its attention.

d) **Forward Planning, Policy and Programme Sub Committee**

The Committee considered the Minutes of the Meeting of the Forward Planning, Policy and Programme Sub-Committee held on 2<sup>nd</sup> October, 2012 (Appendix 3).

RECOMMENDED THAT the Minutes of the Meeting of the Forward Planning, Policy and Programme Sub Committee held on 2<sup>nd</sup> October, 2012 be received and the recommendations therein endorsed and adopted.

e) **Appointment of Internal Auditor**

The Committee noted the recent appointment of an internal auditor to the Council – IAC Audit – a sister company to DCK Beavers (which undertook the Council's accounting functions).

**220. REQUEST/OTHER ITEMS REQUIRING A DECISION**

The Committee considered the following items requiring a decision

a) **Review of Tavistock Town Council Standing Orders**

The Committee considered the report of the Town Clerk (Appendix 4) in connection with the above. It was further noted that Councillor J Sellis had indicated his wish to stand down from membership of the Working Party.

RECOMMENDED THAT

- a) The Standing Orders revision working party be tasked to review the Tavistock Town Council's Standing Orders with a view to completing its work by April 2013, with interim reporting to the Finance and General Purposes Committee
- b) The work programme incorporate a review of whether or not the current committee system of the Council is the most effective way of delivering Council business;
- c) The principle of separating detailed provisions relating to staffing matters from corporate employment policy be adopted – the latter to be incorporated within Standing Orders, the former within a single authoritative version of the Council Staff Handbook

- d) A schedule of delegated powers be developed for inclusion within the Standing Orders identifying the authority of the organs of the Council to act where appropriate
- e) Consideration be given to the inclusion of such other policies/procedures as may be necessary and appropriate
- f) The Council, at its meeting on 23<sup>rd</sup> October, 2012 be invited to appoint a member to replace Councillor J Sellis on membership of the Working Party.

**b) Quality Council Status**

The Committee was advised that re-accreditation for Quality Council status had temporarily been suspended nationally whilst a review was undertaken of the relationship between that and the recently introduced General Power of Competence. It was anticipated that, in due course, there would be an opportunity for Councils (such as Tavistock) to apply for re-accreditation should they wish to do so.

**c) Tavistock ‘Town Team’**

The Committee considered a request from the Tavistock BID Company (Appendix 5). inviting the Town Council to appoint a Member to represent it upon the Tavistock Town Team. This was a group of key stakeholders from local authorities, commerce and community groups which had received funding in the sum of £10,000 and was sponsored by the local Member of Parliament Mr G Cox QC.

RECOMMENDED THAT Tavistock Town Council at its meeting on 23<sup>rd</sup> October, 2012 appoint a member to represent it upon the Tavistock ‘Town Team’.

Noted that - the view was further expressed that it would be helpful if the ‘Town Team’ were to hold evening meetings.

**221. TAVISTOCK TOWNSCAPE HERITAGE INITIATIVE**

The Committee considered the report of the Town Clerk which had been prepared pursuant to the previous decision of the Council to support the preparation of a bid for Heritage Lottery funding on behalf of Tavistock (Appendix 6).

In the ensuing discussion particular reference was made to the potential benefits and drawbacks associated with the bid, the operation of the Heritage Initiative Scheme nationally and future stages.

A supplementary report was circulated which indicated the cost of works to the two critical buildings in the Town Council’s ownership was estimated to be in the region of £715,000 if the bid did not proceed. With the support of the bid the cost being £597,000 resulting in an estimated net saving of approximately £118, 000.

RECOMMENDED THAT Tavistock Town Council at its meeting on 23<sup>rd</sup> October, 2012

- a) Confirm its support for the proposed application for funding in the sum of £980,000 through the Heritage Lottery Fund Townscape Heritage Initiative subject to the

- identification of both the Pannier Market and the Butchers Hall (Auction Rooms) as critical buildings upon the basis set out within the circulated bid document
- b) Make provision to support the next stage of the work of the bid in the sum equivalent to that set aside by the Borough Council for the same purpose subject to a maximum of £6,000
  - c) Confirm that subject to (a above) the Council agree to setting aside up to £60,000 per annum to be contributed to the common fund in each year of the scheme delivery phases 2014/15 – 2018/19 to a maximum of £300,000
  - d) The Council provide a letter of support setting out these commitments before 31<sup>st</sup> October, 2012 and recording its understanding that it will play a major part in the management of the scheme.

**222. ITEMS FOR INFORMATION**

The following items had been circulated for information only:-

- a) Report of the Assistant to the Town Clerk (Appendix 7);
- b) Items for future agendas:-
  - i) Southern Link Committee.  
The consensus was that the opportunity should be taken with the Southern Link Community Committee to consider how best to coordinate various surveys being undertaken of Councillor, IT and training and development initiatives undertaken by different authorities
  - ii) West Devon/Tavistock Consultative Group
- c) Guildhall – the committee considered an update (Appendix 8) in respect of proposals by the Devon Historic Buildings Trust in relation to the preservation and development of the Tavistock Guildhall arising from consideration of the above and in view of the importance of the building to the town, its close proximity to land in the ownership of the Town Council it was

RECOMMENDED THAT representatives of the Devon Historic Buildings Trust be invited to address members of the Council immediately prior to the Meeting scheduled to be held on 4<sup>th</sup> December, 2012.

- d) Review of staff contracts – the Committee received an oral progress report from the Clerk in connection with the foregoing;
- e) Working Together in the Interests of Tavistock - Members were invited to report their views on the operation and outcome of the joint meeting held with Councillors of the Town Council, West Devon Borough Council and Devon County Council regarding partnership working recently held;
- f) Updates from Councillors serving on outside bodies – there were no updates;
- g) Superfast broadband - the Committee received a report from Councillor J Sheldon in respect of the foregoing (Appendix 9);

- h) Tavistock Farmers Market – the Committee received confirmation from Tavistock Farmers Market that it had recently been awarded gold in the Southwest Flavour Awards – retail results 2012 – Farmers Market category (Appendix 10). Arising from same the Mayor undertook to write a letter of congratulation to the organiser of the Farmers Market;
- i) Chamber of Commerce – Minutes of the Meetings held on 3<sup>rd</sup> September and 1<sup>st</sup> October, 2012 (Appendix 11);
- j) Tavistock Matters – Minutes of the Meeting held on the 17<sup>th</sup> September, 2012 (Appendix 12);
- k) Traffic at Tiddybrook – Response to previous representations and subsequent correspondence (Appendix 13);
- l) Business Workshop Invitation - invitation to meeting convened by West Devon Borough Council on Thursday 8<sup>th</sup> November (Appendix 14);
- m) Consultation on Traffic and Parking in Tavistock – an invitation (Appendix 15) to Members to attend as a drop in event at Tavistock Town Hall on Wednesday October 24<sup>th</sup> between 12pm and 7pm to discuss matters relating to traffic and parking in Tavistock was reported.

**223. 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.

**224. LEGAL AND FINANCE MATTERS**

(CONFIDENTIAL – by virtue of relating to legal matters)

The Committee considered the report of the Town Clerk (Appendix 14) in connection with the above with particular reference being drawn to matters relating to the cost and extent of legal services and, more specifically, paragraph 14 of the report.

Arising from consideration of the above it was

RECOMMENDED THAT in future Tavistock Town Council

- a) Set a ‘general’ legal services budget to deal with/meet the expenses of routine legal services (such as new leases, recovery of debts etc) but not potentially significant litigation
- b) In respect of potentially significant litigation the Council either
  - i) establish a separate budget head reviewed annually; or

- ii) make money available from Reserves as required;

when authorising the proceedings

- c) when contemplating proceedings of a significant nature the Council be attended and advised by a legal advisor and, if taking action contrary to legal advice, a record be kept of the reasons for so doing.
- d) The Council agree, in principle, to the greater use of delegation in instances where negotiations are required to avoid cases becoming protracted over multiple committee cycles with consequential impact on costs.

**225. DEBTORS**

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

Subject to updates the Committee considered and noted the list (Appendix 15) of all those with debts to the Council dating from earlier than the last quarter day and received updates, where relevant, in respect of same.

**226. TOWN HALL BAR STOCK AUDIT**

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

The Committee noted the Town Hall Bar Stock Audit for the period ending 25<sup>th</sup> September, 2012

Arising from consideration of the above it was further

**RECOMMENDED THAT** an additional (interim) Stock Audit be undertaken in view of the issues raised.

The press and public were re-admitted to the meeting.

The Meeting closed at 9:10pm.

Signed.....

Dated.....



**MINUTES** of the Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **4th SEPTEMBER 2012** at **7:15pm**

**PRESENT** Councillor J Sheldon (Chairman)  
Councillor Mrs M Ewings (Vice Chairman)  
Councillors R Eberlie, Mrs J Metcalf, D Rose, P Sanders, D Whitcomb  
Councillor Mrs A Johnson (Mayor)  
Councillor H Smith (Deputy Mayor)  
Councillor Mrs S Bailey (Chairman Properties Committee)

**IN ATTENDANCE** Town Clerk, Works Superintendent, Assistant to Town Clerk

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**157. APOLOGIES FOR ABSENCE**

No apologies for absence had been received, all were in attendance.

**158. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**159. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Finance and General Purposes Committee held on Tuesday 24<sup>th</sup> July, 2012 be confirmed as a correct record and signed by the Chairman.

**160. MEETING OF THE PROPERTIES COMMITTEE HELD EARLIER THAT EVENING**

The Chairman of the Properties Committee reported that there were no matters (other than matters considered in closed session) which had a potentially significant financial implication arising from the Properties Committee meeting held earlier that evening.

**161. GENERAL FINANCE**

a) **Schedule of Payments**

The Committee considered the monthly accounts for submission to the next Council Meeting (Appendix 1).

RECOMMENDED THAT the monthly accounts be passed for payment.

b) **Budget Monitoring Report**

The Committee received and considered a copy of the Budget Monitoring Report as at 24th August, 2012 (Appendix 2).

Noted That with regard to legal fees and in response to a Members question the Clerk undertook to provide a report to the Committee providing an overview of the breakdown of legal fees incurred by the Council to date and related commentary in closed session. It was further anticipated that a review of the Council's legal services provision would be aligned to the outcomes of the scheduled review of its insurance arrangements and human resource services.

**162. TAVISTOCK TOWN COUNCIL ICT AUDIT AND OPTIONS**

The Committee considered the report of the Assistant Town Clerk (Appendix 3) in connection with the above and, in particular, how this matter should be taken forward.

RECOMMENDED THAT a Member Working Group be established to develop proposals for the provision of upgraded ICT services to the Council comprising the Chairman and Vice-Chairman of the Finance and General Purposes Committee together with Councillors D Rose and H Smith.

**163. TAVISTOCK TOWN COUNCIL RISK MANAGEMENT POLICY AND REGISTER - REVIEW**

The Committee considered the report of the Town Clerk (Appendix 4) in connection with the above.

In the discussion arising particular reference was made to organisational capacity to deliver the growing work of the Council together with the statutory obligation placed upon Councillors to maintain an adequate and effective system for the management of risk.

RECOMMENDED THAT a further report be brought to the Committee providing, in particular, an update of section 2.17 of the Council's Financial Standing Orders and common risk assessment methodology.

**164. REQUESTS/OTHER ITEMS REQUIRING A DECISION**

The Committee considered the following items requiring a decision:-

a) **Traffic at Tiddybrook**

A discussion paper (Appendix 5) had been circulated incorporating the concerns of residents of the Tiddybrook Estate regarding traffic flows

through the area. Councillor D Rose advised the Committee that, by virtue of the particular characteristics of the concerns raised, he did not have a declarable interest in this matter. A Member also clarified (in relation to the second paragraph of the report) that the County Council Highways and Traffic Order Committee was specifically tasked with considering traffic orders referred to it from officers.

RECOMMENDED THAT Devon County Council be urged to urgently consider and, where appropriate, reconsider the representations of residents regarding traffic speeds and highway safety at Tiddybrook.

Noted That a Member reported an accident which had occurred on site on the day of the meeting.

**b) Members Interests – Draft Dispensation Request Form**

The Committee considered a draft Councillor Dispensation Form (Appendix 6) provided by West Devon Borough Council together with a copy of the department for Communities and Local Government publication Openness and Transparency on Personal Interests – a Guide for Councillors (Appendix 7).

RECOMMENDED THAT

- i) The West Devon template Parish/Town Council Dispensation Request Form be adopted by Tavistock Town Council;
- ii) Authority be granted to the Town Clerk, in consultation with the Mayor and Deputy Mayor of the Council, to determine applications for dispensations under the Council's Code of Conduct.

Noted That

- a) The Committee was advised that to date, six Councillors serving on Tavistock Town Council had failed to submit a valid return to the Borough Council in respect of their Declaration of Interests.
- b) The Clerk undertook to seek clarification from the Borough Council Monitoring Officer in respect of the above and such statutory dispensations as may already apply.

**165. ITEMS FOR INFORMATION**

The following items had been circulated for information only:-

- a) Report of the Assistant to the Town Clerk (Appendix 8).

Noted That Councillors supported an entry by the Council into the Parish Church Christmas Tree Festival.

- b) Items for future agendas
  - i) Link – Councillor Sheldon advised that he would raise the matter of Superfast Broadband. The notes of the meeting held on 5<sup>th</sup> July, 2012 were also received (Appendix 9).
  - ii) West Devon/Tavistock Consultative Liaison Group – the subject of ‘bicycle lockers’ be added to this agenda.
- c) Tavistock Heritage Initiative – the Committee noted that the next meeting of the Tavistock Townscape Heritage Partnership, was scheduled to be held on Thursday 6<sup>th</sup> September, 2012. Following this proposals would be brought before the Council at the next round of meetings regarding the emerging Townscape Heritage Initiative Bid.
- d) Tavistock Matters – notes of the meeting held on 25<sup>th</sup> June, 2012 (Appendix 10). The Committee further noted that the next meeting of the group was scheduled to be held on 17<sup>th</sup> September, 2012.
- e) Superfast broadband – update (Appendix 11).
- f) Any update from Council representatives serving on outside bodies – there were none.
- g) Members’ Allowances – Members were reminded of the request for submission of completed questionnaires to place before the West Devon Borough Council Independent Remuneration Panel.
- h) Shaping our Towns of Tomorrow – copy extract West Devon Borough Council publication with sections relevant to Tavistock (Appendix 12) incorporating the key findings of the recently undertaken Retail Study for Tavistock.

### **URGENT ITEMS**

The following item was taken as a matter of urgency in view of the subject matter involved and timeline for consideration.

#### **166. DEPOT PROVISION**

This item had originally been placed upon the agenda for the meeting within the confidential section (Appendix 13). However, it was noted that a further supplementary report was being prepared by the Works Superintendent and in view of same consideration was given to deferring this matter. In the ensuing discussion

reference was made to the potential merits of holding an informal meeting to further discuss this in greater depth.

RECOMMENDED THAT Tavistock Town Council convene an informal meeting to which all Members are invited to attend to discuss the issue of Depot provision including a report, circulated in advance of the meeting, incorporating the main issues and timelines associated with the proposals.

**167. 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.

**168. LEGAL AND FINANCE MATTERS – FORMER MARKET TRADER  
(CONFIDENTIAL – by virtue of relating to legal matters)**

The Committee considered the report of the Town Clerk (Appendix 14) together with advice circulated under separate cover (Appendix 15) from the Council’s solicitors in connection with the above.

RECOMMENDED THAT the Council continue to defend the claim as previously instructed.

**169. DEBTORS  
(CONFIDENTIAL – by virtue of relating to commercially sensitive information)**

Subject to updates the Committee considered and noted the list (Appendix 14) of all those with debts to the Council dating from earlier than the last quarter day and received updates, where relevant, in respect of same.

The press and public were readmitted to the Meeting.

The Meeting closed at 9:34pm.

Signed.....

Dated.....



**MINUTES** of the Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **24th JULY 2012** at **7:15pm**

**PRESENT**

Councillor J Sheldon (Chairman)  
Councillor Mrs M Ewings (Vice Chairman)

Councillors R Eberlie, Mrs J Metcalf, P Sanders, D Whitcomb

Councillor Mrs A Johnson (Mayor)  
Councillor H Smith (Deputy Mayor)

Councillor Mrs S Bailey (Chairman Properties Committee)

**IN ATTENDANCE** Town Clerk, Works Superintendent, Mayor's Secretary

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**104. APOLOGIES FOR ABSENCE**

An apology for absence had been received from Councillor D Rose.

**105. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**106. CONFIRMATION OF MINUTES**

a) RESOLVED THAT the Minutes of the Meeting of the Finance and General Purposes Committee held on Tuesday 12<sup>th</sup> June, 2012 be confirmed as a correct record and signed by the Chairman.

b) Matters Arising and Action Log – the Chairman noted Tavistock Library had recently installed a free Wi-Fi service.

**107. MEETING OF THE PROPERTIES COMMITTEE HELD EARLIER THAT EVENING**

The Chairman of the Properties Committee reported that there was one matter which had a potentially significant financial implication arising from the Properties Committee Meeting held earlier that evening. Namely the recommendation to introduce a Dog Control Order in respect of land in Town Council ownership under the Clean Neighbourhoods and Environment Act 2005 and associated implementations/enforcement measures.

**108. GENERAL FINANCE**

a) **Schedule of Payments**

The Committee considered the monthly accounts for submission to the next Council Meeting (Appendix 1).

RECOMMENDED THAT the monthly accounts be passed for payment.

b) **Budget Monitoring Report**

The Committee received and considered a copy of the Budget Monitoring Report as at 13<sup>th</sup> July, 2012 (Appendix 2).

**109. DEPOT PROVISION**

It was noted that this item had been carried forward to the next Meeting of the Properties Committee when further information would be available.

**110. PERFORMANCE INDICATORS**

Subject to agreeing the deletion of the third performance indicator listed on the Schedule (as this was already reported in the Budget Monitoring Report) the first quarter key and corporate performance indicators for Tavistock Town Council were received and noted (Appendix 3 refers).

**111. POSTAGE FEE – ELECTRONIC COMMUNICATIONS**

The Committee considered the Report of the Assistant to the Town Clerk in respect of the above (Appendix 4 refers)

In the ensuing discussion the view was expressed that a more holistic approach should be adopted which provided, in addition to a comparison between various postage costs, an appraisal associated with all the identifiable and relevant costs relating to the preparation of paper based agendas and, when electronic options had been agreed, alternative e-enabled arrangements.

RECOMMENDED THAT a further Report be brought before a future Meeting of the Committee identifying, in so much as possible, the overall costs associated with paper based report productions/circulation.

Noted That reference was also made to arrangements being adopted by Eastbourne District Council for moving towards e-enabled meetings and the possibility of conducting a survey of Members of the Council regarding their preferences.

**112. INTERNAL AUDIT**

The Committee considered arrangements for the appointment of the Council's Internal Auditor (Minute 487 refers).

RECOMMENDED THAT authority be granted to the Clerk in consultation with and attended by the Chairman and Vice Chairman of the Finance and General Purposes Committee to interview and appoint an Internal Auditor for Tavistock Town Council.

**113. REQUESTS/OTHER ITEMS REQUIRING A DECISION**

The Committee considered the following items requiring a decision:-

a) Members' Allowances

The Committee noted copy correspondence from the HMRC (Appendix 5 refers) outlining the situation in respect of Members' basic and travel allowances. It advised that whilst no dispensation was available in respect of the basic allowance a qualified dispensation was available for Members claiming subsistence/travelling allowances provided receipts were appended. Arising from consideration of the above it was

RECOMMENDED THAT

- i) Tavistock Town Council seek a review of the Tavistock Town Council Member Allowances Scheme by the Independent Remuneration Panel of the West Devon Borough Council;
  - ii) Lobby the National Association of Local Councils and relevant Government Department with a view to supporting a change in the legal framework for local councils to enable co-opted Members to receive the basic allowance.
- b) The Committee considered correspondence received from the Tavistock Methodist Church seeking the support of the Council for improved kitchen facilities.

RECOMMENDED that the Tavistock Methodist Church be advised that the Council supports, in principle, its proposals to provide a larger and more modernised facility to enable the continued extension of services.

**114. ITEMS FOR INFORMATION**

The following items had been circulated for information only:-

a) Notice of date of Special Meeting of Tavistock Town Council

Concern was expressed by some Members that the Special Meeting to determine how to proceed in relation to arrangements for, and consultation on, the review of staff contracts which had been arranged for 15<sup>th</sup> August, 2012 should be postponed. Following a period of discussion a vote was taken on a proposition that the Meeting should be postponed to early September.

The vote was tied by four votes to four following which, and upon the Chairman's casting vote, it was

RECOMMENDED THAT subject to the availability of South West Councils to attend the Special Meeting of the Tavistock Town Council scheduled for August, 2012 be postponed to a date to be arranged in the first week of September or shortly thereafter.

b) Report of the Assistant to the Town Clerk (Appendix 6)

- c) West Devon/Tavistock Consultative Liaison Groups – notes of the Meeting held on 13<sup>th</sup> June, 2012 (the incorrect minutes had been circulated in error, the correct ones would be placed before the next meeting).

- d) Update on Broadband – received by Councillor J Sheldon (Appendix 8)
- e) Chamber of Commerce – Minutes of the Meetings held 11<sup>th</sup> June and 2<sup>nd</sup> July, 2012 (Appendix 9)
- f) Code of Conduct – noting the deadline for receipt of forms for the registration of interests (28<sup>th</sup> July, 2012).

Arising from consideration of the foregoing the Clerk undertook to place an item on the Agenda for the next Meeting of Council reminding Members of the related requirements in this regard.

- g) Minutes of the Superlink – Meeting held on 16<sup>th</sup> May, 2012 (Appendix 10)
- h) Note of the Meeting of the Tavistock Traffic Action Management Group held on 8<sup>th</sup> May, 2012 (Appendix 11)
- i) Items for future Agendas – there were no items for either the Southern Link Committee or West Devon/Tavistock Consultative Group.

### **URGENT ITEMS**

The following two items were brought forward at the discretion of the Chairman in view of the need to determine same before relevant deadlines arose.

#### **115. PAYMENTS BY PARISH AND COMMUNITY COUNCILS AND CHARTERED TRUSTEES – CONSULTATION**

The Committee noted that the Ministry for Housing and Local Government had recently published a consultation paper which sought the views of interested parties on the proposed removal of the requirement placed upon town and parish councils to have two Members sign a cheque in respect of each transaction. This would potentially free the sector up to engage in banking practices and enable larger Town Councils such as Tavistock to operate financial systems with processes better aligned to the size and complexity of the organisation.

RECOMMENDED THAT Tavistock Town Council respond expressing its support for the proposal.

#### **116. DEVON COUNTY COUNCIL (ALEXANDER CENTRE) (PAY & DISPLAY) ORDER**

The Committee considered correspondence in respect of the above arising from which it was

RECOMMENDED THAT Tavistock Town Council object to the introduction of the proposed Pay & Display Order which would encourage increased usage of a sub-standard and unsafe junction with poor visibility for emerging traffic at a location which should prioritise car parking for users of the Alexander Centre.

Noted That in response to a Member's question, the Clerk undertook to circulate the detailed proposal with the Agenda for the next meeting of the Council.

**117. 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

**118. LEGAL AND FINANCE MATTERS**

There were no updates in respect of matters arising from the meeting of the Properties Committee meeting held previously or in connection with outstanding matters.

**119. DEBTORS**

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

Subject to updates the Committee considered and noted the list of all those who had debts to the Council dating from earlier than the last quarter day and received updates, where relevant, in respect of same.

**120. TOWN HALL BAR STOCK AUDIT**

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

The Committee noted the Town Hall Bar Stock Audit for the period ending 21<sup>st</sup> June 2012.

The Meeting closed at 8:56 p.m.

Signed.....

Dated.....

**MINUTES** of the Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **12th JUNE 2012** at **7:55pm**

**PRESENT** Councillor J Sheldon (Chairman)  
Councillors R Eberlie, Mrs J Metcalf, D Rose, D Whitcomb  
Councillor Mrs A Johnson (Mayor)  
Councillor H Smith (Deputy Mayor)  
Councillor Mrs S Bailey (Chairman Properties Committee)

**IN ATTENDANCE** Town Clerk, Works Superintendent, Assistant to Town Clerk

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**49. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Mrs M Ewings (Vice Chairman) and P Sanders

**50. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**51. CONFIRMATION OF MINUTES**

a) RESOLVED THAT the Minutes of the Meeting of the Finance and General Purposes Committee held on 22<sup>nd</sup> May, 2012 be confirmed as a correct record and signed by the Chairman.

b) Matters Arising – Minute 568bi. - the Town Clerk undertook to confirm the current position in respect of same.

**52. MEETING OF THE PROPERTIES COMMITTEE HELD EARLIER THAT EVENING**

The Chairman of the Properties Committee reported that there were no significant matters which had a financial implication arising from the Properties Meeting held earlier that evening, other than those previously reported of a confidential nature.

**53. GENERAL FINANCE**

a) **Schedule of Payments**

The Committee considered the monthly accounts for submission to the next Council Meeting (Appendix 1).

RECOMMENDED THAT the monthly accounts be passed for payment

Noted That

- i) particular reference was made to the possibility that, where there were multiple payments to one provider, more detail could be given on each in order to allow for differentiation between the payments.
- ii) the Works Superintendent undertook to further review utility payments as part of the ongoing efficiency programme.

b) **Budget Monitoring Report**

The Committee received and considered a copy of the Budget Monitoring Report as at 31<sup>st</sup> May, 2012 (Appendix 2).

Noted That

- i) the Clerk undertook to investigate the possibility of including a 'year to date' column for comparison.
- ii) concern was expressed over the cost of legal fees incurred to date by the Council.

c) **Internal Audit 2011-2012**

The Committee received and endorsed the year end report of the Council's Internal Auditor for the Financial Year 2011-2012 (Appendix 3).

Arising from consideration of same it was further

RECOMMENDED THAT the Finance and General Purposes Committee review, at its Meeting on 4<sup>th</sup> September the Tavistock Town Council Risk Register

Noted That in response to a question the Clerk undertook to seek clarification in relation to a query in connection with insurance.

d) **Scheme of Travelling and Subsistence Allowances for Members of Tavistock Town Council**

The Committee considered a draft Scheme of Travelling and Subsistence Allowances for Tavistock Town Council (Appendix 4) and noted a correction of an omission in part D to include a bullet point as follows 'the vehicle used shall be appropriately insured for use when conducting Council business'.

RECOMMENDED THAT subject to the deletion of the second bullet point in part D of the Scheme the Tavistock Town Council Members Travelling and Subsistence Allowance Scheme be adopted

Noted That particular reference was made to:

- i) whether or not the Scheme should apply to journeys made to meetings held within the Town;

ii) the obligation upon permit holders to only use the Guildhall Car Park when conducting Council business;

iii) the statutory requirements relating to all schemes of Councillor allowances. In particular that the circumstances when payments could be made were strictly prescribed and (in general), formal meetings apart, required authorisation, in advance, by the Council;

iv) the Clerk undertook to make enquiries regarding a question arising in connection with car sharing.

**54. ACCOUNTS AND ANNUAL RETURN FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2012**

The Committee received the Accounts (Appendix 5) and Annual Governance Return (Appendix 6) for the 2011-2012 Financial Year together with supporting information (Appendix 7) which would be formally considered by Council at its next meeting.

**55. REQUESTS/OTHER ITEMS REQUIRING A DECISION**

The Committee considered the following items requiring a decision:-

a) **Devon Waste Plan – Preferred Strategy, Site Options & Draft Policies**

No representations were made.

b) **Appointments to Outside Bodies – Ford Street and Maynard Almshouse Charity**

It was reported that the above Charity had a normal term for appointments of 4 years. Arising from same and, if required, Councillor Mrs J Metcalf and Mr Robin Pike had agreed to act for that term.

RECOMMENDED THAT Councillor Mrs J Metcalf and Mr R Pike be appointed to represent the Council on the Ford Street and Maynard Almshouse Charity for the full term identified in the Trust Deed

**56. ITEMS FOR INFORMATION**

The following items had been circulated for information only:-

a) A presentation due to take place on Tuesday 26<sup>th</sup> June, from Jo Perry of West Devon Borough Council's Forward Planning Service, at 7.00pm. All Members of Council were invited and encouraged to attend this presentation.

b) Report of the Assistant to the Town Clerk (Appendix 8).

Noted That

i) thanks were expressed to staff for their planning and facilitating of the very successful Garden Festival, which took place over the Jubilee weekend;

ii) the Tiddybrook Residents Association had endorsed the proposed use of S106 monies;

iii) reference was made, by a Member, to the Tavistock 'Gateway' signage.

- c) Tavistock Matters – Minutes of the Meeting held on the 16<sup>th</sup> April 2012 (Appendix 9).

Noted That clarification of the date of the next Meeting was given - Monday 25<sup>th</sup> June 2012 at 6.30pm at the Tavistock Police Station.

- d) Superfast Broadband Update

Noted That Councillor J Sheldon sought authority to incur spend to purchase labels for inclusion on the new Broadband leaflets he had acquired, prior to distribution.

RECOMMENDED THAT authority be granted for expenditure to a maximum of £160.00 in connection with the above

- e) Chamber of Commerce – Minutes of the Meeting held on 14<sup>th</sup> May 2012 (Appendix 10).

Noted That Councillor Mrs S Bailey (as Tavistock BID Director) undertook to request that Tavistock Town Council receive a copy of the Minutes of BID Meetings.

**57. 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 discussed it was:

RESOLVED THAT the press and public be excluded from the Meeting for the following items of business

**58. LEGAL AND FINANCE MATTERS**

(CONFIDENTIAL – by virtue of relating to legal matters)

The Committee received correspondence from the Council's Solicitors in connection with current proceedings and proceeded to consider the courses of action available to the Council. After due consideration, given relevant deadlines and in view of the success of the Council's action to date it was the consensus of opinion that the Clerk

i) circulate the advice received to all Members of Council;

ii) proceed to authorise the Council's Solicitors, strictly on a without prejudice basis, to identify prior to Council whether a settlement could be reached that included recovery of a proportion of the Council's expenses and a legally enforceable undertaking to preclude any further action by the other party.

RECOMMENDED THAT Council determine how to proceed in this matter.

**59. DEBTORS**

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

The Committee considered and noted the list of all those who had debts to the Council dating from earlier than the last quarter day and received updates, where relevant, in respect of same.

Noted That a request was made that debtors' names be included in the report.

**60. POST REVIEW (MINUTE NO. 630(B) REFERS**

(CONFIDENTIAL – by virtue of relating to the confidential and financial matters of persons (staff) other than the Council)

RECOMMENDED THAT the salary for the identified post be amended to £22,958 subject to the conditions listed in the report

Noted That the outcome of a previous meeting between the Clerk, Mayor and Chairman of the Finance and General Purposes Committee was reported.

The Meeting closed at 9:35pm.

Signed.....

Dated.....

**MINUTES** of the Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held in the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **22<sup>nd</sup> May, 2012** at **7.49pm**

**PRESENT** Councillor Mrs A Johnson (Mayor – in the Chair)

Councillors R Eberlie, Mrs M Ewings, Mrs J Metcalf, D Rose, P Sanders, J Sheldon , D Whitcomb.  
Councillor H Smith (ex-Officio)

**IN ATTENDANCE** Town Clerk, Assistant to Town Clerk

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**13. APOLOGIES FOR ABSENCE**

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

**14. ELECTION OF CHAIRMAN**

Nominations were invited for the election of Chairman of the Finance and General Purposes Committee for the 2012-2013 Civic Year.

A nomination was received in respect of Councillor J Sheldon.

RESOLVED THAT Councillor J Sheldon be elected Chairman of the Finance and General Purposes Committee for the 2012-2013 Civic Year.

**15. ELECTION OF VICE CHAIRMAN**

Nominations were invited for the election of Vice-Chairman of the Finance and General Purposes Committee for the 2012-2013 Civic Year.

A nomination was received in respect of Councillor Mrs M Ewings.

RESOLVED THAT Councillor Mrs M Ewings be elected Vice-Chairman of the Finance and General Purposes Committee for the 2012-2013 Civic Year.

**16. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Finance and General Purposes Committee held on Tuesday 1st May, 2012 be confirmed as a correct record and signed by the Chairman.

The Meeting Closed at 7.52 p.m.

Chairman \_\_\_\_\_

Date \_\_\_\_\_

**MINUTES**

of the Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **1<sup>st</sup> MAY, 2012** at **7:54pm**

**PRESENT**

Councillor H Smith (Chairman)

Councillor Mrs M Ewings (Vice Chairman),

Councillors R Eberlie, Mrs A Johnson (Deputy Mayor), Mrs J Metcalf, D Rose, Mrs L Rose, P Sanders (Mayor), J Sheldon, D Whitcomb

Councillor Mrs S Bailey (Chairman Properties Committee)

**IN ATTENDANCE**

Town Clerk, Works Superintendent, Assistant to Town Clerk

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**619. APOLOGIES FOR ABSENCE**

No apologies for absence had been received.

**620. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**621. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Finance and General Purposes Committee held on 27<sup>th</sup> March, 2012 be confirmed as a correct record and signed by the Chairman.

Noted That

- a) arising from consideration of the above reference was made to the Committee Action Log and items which could be removed.
- b) Further to the provisions of Item no. 568(ii) the Committee was advised that a meeting was being sought with representatives of the West Devon Borough Council Forward Planning Department to discuss and explore the areas where the Town Council could become involved in the development of the Planning Framework for Tavistock.

**622. MEETING OF THE PROPERTIES COMMITTEE HELD EARLIER THAT EVENING**

The Chairman of the Properties Committee reported those recommendations with a current financial implication (of a non-confidential nature) arising from the Meeting of that Committee held earlier with particular reference to matters regarding Museum signage and a prospective Townscape Heritage Initiative project.

**623. GENERAL FINANCE**

a) **Schedule of Payments**

The Committee considered the monthly accounts for submission to the next Council Meeting (Appendix 1).

RECOMMENDED THAT the monthly accounts be passed for payment.

b) **Budget Monitoring Report**

The Committee received and considered copies of the Budget Monitoring Report as at 31<sup>st</sup> March, 2012 (Appendix 2) and 20<sup>th</sup> April, 2012 (Appendix 3).

Noted That in particular reference was made to:-

- i) The way in which the Council procured legal services and potential options for future procurement specifications; and
- ii) Clarification sought regarding a transfer to reserves.

c) **Financial Year-end Adjustments**

The Committee considered a Report (Appendix 4) setting out proposed Year End adjustments and virements.

RECOMMENDED THAT Tavistock Town Council agree and endorse

a) the following between year transfers from the 2011/12 year end to the 2012/13 budget:

<b>Name</b>	<b>Capital/Revenue</b>	<b>Code</b>	<b>Amount</b>
Duke Street Fire Precautions	C	109 4803	£88, 883
Cemetery Soak away	C	109 4805	£21,557
New Works Depot	C	109 4807	£9,456
Market	C	109 4808	£22, 500

Road Lights			
Equipment Maintenance	R	204 4042	£5, 296
Property Maintenance Budget (1)	R	404 4036	£15, 744
Property Maintenance Budget (2)	R	404 4036	£10, 765

b) The necessary transfer from reserves to give effect to the recently agreed purchase of land;

c) The budget for play equipment in the Meadows (£87,000) be carried forward and identified as such within the capital programme in the 2012-13 Financial Year.

Noted That in the discussion arising from consideration of the above particular reference was made to the importance attached to completing key capital projects. It was confirmed that the undertaking of the Duke Street Fire Precautions in the current financial year represented a priority.

**624. SERVICE PLANS**

The Committee considered the Report of the Town Clerk in respect of the above incorporating the submitted Service Plans for Corporate Services (Appendix 5) and the Office Service Plan (Appendix 6).

RECOMMENDED THAT subject to any amendments listed below following Service Plans be adopted and endorsed:

- a) Corporate Services
  - i) The amendment of Section 4 – Performance Indicators – Staff (Inductions) to include the words ‘within six weeks of appointment’.
- b) Administration Office

**625. REQUESTS/OTHER ITEMS REQUIRING A DECISION**

a) **Infrastructure Planning**

The Committee considered an information leaflet for Town and Parish Councils entitled Infrastructure Planning together with the West Devon Infrastructure Delivery Plan for the period 2011-2026 (Appendix 7).

The Infrastructure Delivery Plan set out evidence for the Core Strategy about what infrastructure was required in order to support planned future development within Tavistock under the various headings of:

- Transport;
- Children and Young People's Services;
- Housing;
- Economic, Community and Retail development;
- Health;
- Libraries, Sport and Culture;
- Green infrastructure;
- Waste, Recycling and Utilities; and
- Sustainable Design and Construction.

The Council was invited to comment upon whether or not it would recommend any changes to the proposed measures (and associated priorities).

No additions or amendments were proposed.

b) **Postage and Electronic Communication with Councillors**

This item had been included on the Agenda at the request of the Chairman.

In particular reference was made to the case for reviewing how the Council communicated with Councillors in view of the increasing cost of postage and a growing emphasis on communication through electronic mediums. It was recognised that any changes which might be adopted should both include development opportunities as/if necessary and respect the views of any Councillors as to their own personal preference regarding communication methods.

RECOMMENDED THAT a report be prepared and brought before a future meeting of the Committee setting out the options and issues associated with potential courses of action available to the Council in relation to postage and electronic communication with Councillors.

c) **Members' Allowances**

Members had previously received copy correspondence from the Clerk in connection with the above and an update was provided in relation to same.

In response to Members' questions, the Committee instructed the Clerk to:

- i) Seek clarification as to the position of co-opted Members in relation to the Allowances Scheme; and

- ii) Secure confirmation as to any obligations based upon the Council in relation to PAYE.
- d) **Tavistock College – Community Consultation on the Formation of a Co-Operative Trust**

The Committee received a request from Tavistock College to make any representations/submissions in respect of the above proposals together with an invitation to attend at an event scheduled to be held at Tavistock College at the Tavistock College Hall at 6:30pm on 3<sup>rd</sup> May, 2012.

**626. ITEMS FOR INFORMATION**

The following items had been circulated for information only:-

- a) Future Structure of National Park Authority (Appendix 8).
- b) Tavistock Traffic Management Meeting – notes of the Meeting held on 7<sup>th</sup> March, 2012 (Appendix 9).
- c) Southern Parishes Link – Minutes of the Meeting held on 22<sup>nd</sup> March, 2012 (Appendix 10).
- d) Tavistock Design Brief – a verbal update in relation to progress toward a presentation by the Borough Council Forward Planning Service to Tavistock Town Council.
- e) Report of the Assistant to the Town Clerk (Appendix 11).
- f) Chamber of Commerce – Minutes of the Meeting held on 2<sup>nd</sup> April, 2012 (Appendix 12).
- g) Superfast Broadband for Tavistock – update (Appendix 13).
- h) Whitchurch Pre-School Section 106 Application – the Committee was advised that arrangements were in hand for two meetings to be held with residents in connection with same.
- i) Items for future Agendas – there were no suggestions for the Southern Parishes Link or West Devon/Tavistock Consultative Group.

**627. 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 discussed it was:

RESOLVED THAT the press and public be excluded from the Meeting for the following items of business.

**628. DEBTORS**

(Confidential – by virtue of relating to commercially sensitive information)

The Committee considered and noted the list of all those who had debts to the Council dating from earlier than the last quarter day and received updates, where relevant, in respect of same.

**629. TOWN HALL BAR STOCK AUDIT**

(Confidential – by virtue of relating to commercially sensitive information)

The Committee considered and noted the Year End Town Hall Bar Stock Audit.

**630. JOB EVALUATION OF POSITION**

(Confidential – by virtue of relating to confidential and financial matters of persons (staff) other than the Council)

The Committee considered the Report of the Town Clerk in connection with the above.

**RECOMMENDED THAT**

- a) With due regard to the pending review of Council contracts no change be made in relation to the grading of the identified position;
- b) A meeting be convened to be attended by the Mayor, Chairman of Finance and General Purposes Committee and the Town Clerk to consider how best to take this matter forward.

The Meeting closed at 9:59pm.

Signed.....

Dated.....



**MINUTES**

of the Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held in the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **27<sup>th</sup> MARCH, 2012** at **7:55pm**

**PRESENT**

Councillor H Smith (Chairman)  
Councillor Mrs E Ewings (Vice Chairman)  
Councillors R Eberlie, Mrs A Johnson (Deputy Mayor), Mrs J Metcalf, P Sanders (Mayor), D Whitcomb  
Councillor Mrs S Bailey (Chairman of Properties Committee)

**IN ATTENDANCE**

Town Clerk, Works Superintendent, Assistant to Town Clerk

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**562. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors D Rose, Mrs L Rose.

**563. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**564. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Finance and General Purposes Committee held on 14<sup>th</sup> February, 2012 be confirmed as a correct record and signed by the Chairman.

**565. MEETING OF THE PROPERTIES COMMITTEE HELD EARLIER THAT EVENING**

The Chairman of the Properties Committee reported that there were no recommendations with a current financial implication (of a non-confidential nature) arising from the meeting of the Committee held earlier.

**566. GENERAL FINANCE**

a) Schedule of Payments

The Committee considered the monthly accounts for submission to the next Council Meeting (Appendix 1).

RECOMMENDED THAT the monthly accounts be passed for payment.

NOTED THAT

- i) Reference was made to the extent of Council expenditure in relation to legal costs; and
  - ii) The Committee was advised that the Council was considering acquiring a module to its financial management system which would enable the better recording of outstanding commitments for budget monitoring purposes.
- b) Budget Monitoring Report

The Committee considered and received a copy of the Budget Monitoring Report as at 15<sup>th</sup> March, 2012 (Appendix 2).

**567. HUMAN RESOURCES REQUIREMENTS**

The Committee received, for information, the Minutes of the Meeting of the Sub-Committee appointed to engage a Human Resources provider to the Council as held on 21<sup>st</sup> February and 8<sup>th</sup> March, 2012 (Appendix 3) together with the Report of the Town Council in respect of same (Appendix 4).

**568. REQUIREMENTS/OTHER ITEMS REQUIRING A DECISION**

- a) Whitchurch Pre-School S106 Application

The Committee considered a request which had previously been reported to the Council in connection with the above.

RECOMMENDED THAT subject to the satisfactory outcome of a meeting scheduled to be held with Councillors D and Mrs L Rose with residents of the area concerned the Council endorsed the proposal.

- b) Items included on the Agenda at the request of Councillor J Sheldon

- i) Tavistock Library Wi-Fi Zone

The Committee was advised that Tavistock Library did not currently have a 'Wi-Fi' connection which led to an inappropriate level of service being offered to residents and visitors to the Town.

RECOMMENDED THAT Devon County Council be advised of the Town Council's concerns and be urged to make access to Wi-Fi available through the Tavistock Library as a matter of priority.

- ii) Okehampton and Tavistock Design Briefs

A discussion took place regarding the importance attached to regular reporting back from Members attending events associated with the

development of planning policy and practice for the area. Arising from same it was noted that Members could take the opportunity to report back under the item 'Town Centre Issues' which was a regular item upon the Plans Committee Agenda.

In addition reference was made to the importance attached to effective local planning and involvement and the benefits which could accrue from the development of a Neighbourhood Plan for Tavistock.

RECOMMENDED THAT a report be brought before a future meeting of the Committee investigating the costs benefits and issues associated with the development of a Neighbourhood Plan for Tavistock.

iii) Superfast Broadband

The Committee received an update in connection with the above.

**569. ITEMS FOR INFORMATION**

The following items had been circulated for information only:-

- a) Report of the Assistant to the Town Clerk (Appendix 5)
- b) Chamber of Commerce (Appendix 6)

Minutes of the Meetings held on 6<sup>th</sup> February and 5<sup>th</sup> March, 2012 together with the Minutes of the Annual General Meeting held on 6<sup>th</sup> February, 2012 and the Agenda for the next Meeting of 2<sup>nd</sup> April, 2012.

- c) Tavistock Traffic Management Meeting (Appendix 7)

Notes of the Meeting held on 23<sup>rd</sup> January, 2012.

- d) Tavistock Food Bank

An oral update report in relation to progress from Councillor R Eberlie.

- e) Tavistock Matters

To note the change of date of meeting from Monday 26<sup>th</sup> March, 2012 to Monday 16<sup>th</sup> April, 2012 at the Tavistock Police Station – all Members were invited to attend.

- f) Items for future Agendas

To bring forward any suggestions to the Borough Council regarding proposed agenda items for future meetings of the Southern Parishes Link Committee and/or West Devon/Tavistock Consultative Group.

g) Townscape Heritage Initiative (Appendix 8)

Minutes of the Meeting held on 15<sup>th</sup> February, 2012

### **URGENT ITEMS**

In view of the timescale for submission the Chairman agreed to take the following item as a matter of urgency.

#### **570. PORTAS PILOT**

The Committee was advised of progress to date in connection with the delivery of the Portas Pilot for Tavistock – a project led by the BID and supported by the Town and Borough Councils together with the Chamber of Commerce. In the discussion arising from consideration of the above particular reference was made to the difficulties associated with a deadline for submission which did not permit for formal consideration by the Town Council and the importance attached to and appropriate representation of both the Town's and the Council's interests in same.

#### **571. 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 which involved the financial and/or business affairs of persons other than the Council or commercially sensitive information, it was:

RESOLVED THAT the press and public be excluded from the Meeting for the following items of business.

#### **572. LEGAL AND FINANCIAL MATTERS**

(Confidential – by virtue of relating to legal matters)

##### a) Litigation

In relation to the Council's procedures for the management of footway health and safety it was:

RECOMMENDED THAT Tavistock Town Council

- i. Endorse the interim actions commissioned by the Town Clerk to improve arrangements for the inspection and rectification of hazards; and
- ii. Commission the engagement of the Council's external Health and Safety Auditor to conduct:-
  - A review of, and make recommendations in respect of, the proposed new operating practices as a matter of urgency; and

- A full Health and Safety Audit of the organisation in accordance with Section 6 – Health and Safety at Work of Part 3 of the Tavistock Town Council’s Standing Orders once the new arrangements have bedded in.

b) Current Litigation

The Committee considered a case which had been brought against the Council and was being defended on its behalf.

RECOMMEND THAT the Council continue to defend the claim as previously instructed.

c) Request from Tenant in connection with Rental Payments

The Committee considered a request from a tenant in relation to rental payments.

Having considered the request and associated issues it was

RECOMMENDED THAT :-

The request be declined.

The tenant would be offered the facility to seek agreement with the Councillors to an appropriate repayment plan.

**573. DEBTORS**

(Confidential – by virtue of relating to commercially sensitive information)

The Committee considered and noted the list of all those who had debts to the Council dating from earlier than the last quarter dates.

NOTED THAT in particular reference was made to a significant outstanding debtor and the arrangements to be put in place to protect both their and the Council’s interest.

**574. THE CLERK’S APPRAISAL**

(Confidential – by virtue of relating to a member of staff)

The Committee considered arrangements for the conduct of the Clerk’s appraisal.

RECOMMENDED THAT the Mayor, Deputy Mayor, Chairman of the Finance and General Purposes Committee conduct the Clerk’s appraisal.

The Meeting closed at 9:31pm.

Signed.....

Dated.....

**MINUTES** of the Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held in the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **14<sup>th</sup> FEBRUARY, 2012** at **7:50pm**

**PRESENT** Councillor H Smith (Chairman)  
Councillors R Eberlie, Mrs J Metcalf, D Rose, Mrs L Rose, P Sanders (Mayor), J Sheldon, D Whitcomb  
Councillor Mrs S Bailey (Chairman of Properties Committee)

**IN ATTENDANCE** Town Clerk, Works Superintendent, Assistant to Town Clerk

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**475. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors Mrs M Ewings (Vice Chairman) and Mrs A Johnson (Deputy Mayor).

**476. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**477. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Finance and General Purposes Committee held on 3<sup>rd</sup> January, 2012 be confirmed as a correct record and signed by the Chairman.

**478. MEETING OF THE PROPERTIES COMMITTEE HELD EARLIER THAT EVENING**

The Chairman of the Properties Committee reported the recommendation with a current financial implication (of a confidential nature) arising from the Meeting of that Committee held earlier.

**479. GENERAL FINANCE**

a) **Schedule of Payments**

The Committee considered the monthly accounts for submission to the next Council Meeting (Appendix 1).

RECOMMENDED THAT the monthly accounts be passed for payment

Noted That

- i) Consolidation was taking place with regard to utility bills with a view to securing efficiencies and economies of contract scale;

- ii) It was clarified that payments in respect of KC Electrical Contractors related to stage payments with regard to the 2011 Christmas Lights;
- iii) A Member requested that, in future, the report of the Market Reeve to the Properties Committee include comparable past year information in respect of income.

b) **Budget Monitoring Report**

The Committee considered and received a copy of the Budget Monitoring Report as at 31<sup>st</sup> January, 2012 (Appendix 2).

c) **Goose Fair 2011 – Income and Expenditure**

The Committee considered a report regarding Goose Fair income and expenditure 2011 (Appendix 3).

Noted That Members' attention was drawn to outstanding payments which would lead to a reduction in projected income.

**480. WORKING TOGETHER IN THE INTERESTS OF TAVISTOCK**

The Committee considered the Report of the Town Clerk outlining opportunities for Tavistock Town Council and West Devon Borough Council to work together to deliver improving outcomes for Tavistock and its people (Appendix 4).

In particular reference was made to the developing and positive relationship between the two organisations, the importance of delivering cost effective services and, wherever possible, securing improvements on a cost neutral or cost saving basis. There would be an opportunity in March for Town Councillors and relevant Borough Councillors to discuss how best to work together.

RECOMMENDED THAT Tavistock Town Council and West Devon Borough Council work together to explore collaborative ways of working and identify how both Councils can work together for the common good of Tavistock.

**481. REQUESTS/OTHER ITEMS REQUIRING A DECISION**

a) **County Councillor Locality Budget Fund**

The Committee considered the correspondence from the County Councillor (Appendix 5) for the area outlining the availability of a discretionary grant of up to £5,000 within her locality budget to support co-ordinated activity between parishes and to resolve shared problems.

In the ensuing discussion it was suggested that the County Councillor might consider that ways of supporting Tavistock and the surrounding parishes might include to promote tourism within the area and/or civic projects such as 'Town in Bloom'.

b) **Artists' Market – Tavistock**

The Committee considered a request from West Devon Borough Council (Appendix 6) for permission to conduct an Artists' Market at Bank Square on various dates during 2012.

RECOMMENDED THAT Tavistock Town Council grant the request for the conduct of an Artists' Market at Bank Square on the identified dates during 2012 subject to the payment of a nominal sum of £1 per stall on each market day

c) **School Pastors in Tavistock**

The Committee considered correspondence (Appendix 7) from the organisers of Tavistock Street Pastors including an invitation to interested Members to attend an information evening at 7:30pm on Monday 20<sup>th</sup> February, 2012.

The Committee welcomed the initiative.

RECOMMENDED THAT Tavistock Town Council endorse the proposal to build on the success of Street Pastors by introducing School Pastors in Tavistock.

**482. ITEMS FOR INFORMATION**

The following items had been circulated for information only:-

a) Report of the Assistant to the Town Clerk (Appendix 8)

Noted That Members were invited to advise the Assistant to the Town Clerk of any items which they might consider appropriate for inclusion in the next edition of the Tavistock Town Council quarterly Newsletter by 24<sup>th</sup> February, 2012.

b) West Devon/Tavistock Consultative Liaison Group

The Committee considered the notes of the Meeting of the West Devon/Tavistock Consultative Liaison Group held on 7<sup>th</sup> December, 2011 together with a draft Agenda for the next scheduled Meeting of 21<sup>st</sup> March, 2012 (Appendices 9-10).

c) Tavistock and District Chamber of Commerce – Minutes of the Meeting held on 9<sup>th</sup> January 2012 (Appendix 11).

d) Items for future Agendas – Southern Parishes Link Committee/West Devon and Tavistock Consultative Group.

Noted That there were no items for future Meetings of the above.

e) Public Conveniences – Correspondence from West Devon Borough Council (Appendix 12).

f) Tavistock Food Bank – Progress Report (Appendix 13).

Noted That

- i) Councillor D Eberlie declared a personal non-prejudicial interest by virtue of participation in the above project;
  - ii) The Committee welcomed the support given to this initiative within the community.
- g) Service planning – Sample Report (Appendix 14).

**URGENT ITEMS**

The Chairman agreed to take the following two items as matters of urgency in view of the timescales involved.

**483. SUPERFAST BROADBAND UPDATE**

The Committee considered an update from Councillor J Sheldon in connection with the above together with proposals from a public relations company acting on behalf of the Chamber of Commerce to promote Superfast Broadband (Appendix 15). The proposal invited the Borough Council and Tavistock Town Council to make a contribution toward a campaign cost of £1,530.

In the ensuing discussion the importance of achieving Superfast Broadband for both businesses and the community in and around Tavistock was stressed. However, the timeline for the final determination of this matter meant that it was not possible for the Town Council to make a contribution toward the suggested campaign in sufficient time.

It was the consensus that any initiative should appropriately be supported by a range of partners including Chamber of Commerce, BID, Town and Borough Councils. The Committee was further advised of a suggestion that Councillors representing the Town (Town, Borough and County) might meet with a representative of BT on the afternoon of 2<sup>nd</sup> April, 2012.

**484. PORTAS PILOT**

The Committee was advised of an item which was to be placed on the Agenda for the next meeting of Council in connection with a Government sponsored scheme which enabled towns to bid for resources to support their town centres.

**485. 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 which involved the financial and/or business affairs of persons other than the Council or commercially sensitive information, it was:

RESOLVED THAT the press and public be excluded from the Meeting for the following items of business.

**486. INSURANCE**

The Committee considered a report and an update report in relation to arrangements regarding the Council's insurance.

RECOMMENDED THAT Tavistock Town Council:-

- a) Continue its existing insurance contract to the end of term and put in hand a full market testing exercise for the engagement of insurance services to take effect from 31<sup>st</sup> March, 2013;
- b) Commission, with immediate effect, an insurance valuation of all Council properties based (for Listed Buildings) upon a 'like for like' rebuild cost;
- c) Commission insurance valuations of non-standard Council artefacts (statues, Council regalia, paintings etc);
- d) Upon the receipt of (b)/(c) above any necessary adjustments be made to the Council's insurance cover.

**487. INTERNAL AUDIT ARRANGEMENTS**

The Committee considered an update in relation to arrangements in respect of Internal Audit provision.

RECOMMENDED THAT Tavistock Town Council:

- a) Commission a re-tender exercise in respect of its Internal Audit Service with a view to engaging a provider for the period 31<sup>st</sup> March, 2012 – 31<sup>st</sup> March, 2015; and
- b) Subject to (a) above engage the Internal Auditor on the basis of a full systems audit being undertaken at the commencement of year one and thereafter the conduct of at least twice yearly audits to undertake necessary works including testing the operating effectiveness of controls and/or the review of specific activities as required.

Noted That the Committee was advised that the above would be without prejudice to routine scheduled audit activity programmed for the current financial year.

**488. DEBTORS**

The Committee considered and noted the list of all those who had debts to the Council dating from earlier than the last quarter dates.

Noted That particular concern was expressed by Members regarding Item 5 on the Schedule and the need for robust monitoring and strict payment timelines was stressed. Councillor P Sanders registered his dissatisfaction with the course of action proposed.

**489. TOWN HALL BAR STOCK AUDIT**

The Committee considered and noted details in connection with the most recently undertaken Town Hall Bar Stock Audit for the period October-December 2011.

It was noted that it would be necessary to be mindful of the deteriorating trend in relation to certain control measures which would be a matter of concern should they continue.

The Meeting closed at 9:15pm.

Signed.....

Dated.....

**MINUTES** of the Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held in the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **3<sup>rd</sup> JANUARY, 2012** at **7.25 p.m.**

**PRESENT** Councillor H Smith (Chairman)  
Councillor Mrs M Ewings (Vice Chairman)  
Councillors R Eberlie, Cllr Mrs J Metcalf, D Rose, Mrs L Rose, P Sanders,  
J Sheldon, D Whitcomb.

Councillor Mrs S Bailey (Chairman Properties Committee)

**IN ATTENDANCE** Town Clerk, Works Superintendent, Assistant to Town Clerk

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**425. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor Mrs A Johnson (D Mayor).

**426. DECLARATIONS OF INTEREST**

Councillors R Eberlie and Mrs J Metcalf declared a personal and prejudicial interest in the Tavistock Museum, by virtue of serving on the body concerned, should it arise in debate (Minute No 430 refers).

**427. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Finance and General Purposes Committee held on 22<sup>nd</sup> November 2011 be confirmed as a correct record and signed by the Chairman.

**428. MEETING OF THE PROPERTIES COMMITTEE HELD EARLIER THAT EVENING**

The Chairman of the Properties Committee reported that there were no recommendations with a current financial implication (of a non-confidential nature) arising from the meeting of that Committee held earlier.

**429. GENERAL FINANCE**

**a. Regular Reporting**

**i) Schedule of Payments**

The Committee considered the monthly accounts for submission to the next Council meeting (Appendix 1).

RECOMMENDED THAT the monthly accounts be passed for payment.

Noted That - In response to Member's questions, the Committee was advised of the arrangements regarding finger post replacement, the cost of the dog warden scheme churchyard management and Pannier Market costs.

**ii) Budget Monitoring Report**

The Committee considered and received a copy of the Budget Monitoring Report as at 16<sup>th</sup> December 2011 (Appendix 2 ).

**b. Other Financial Matters**

**i) Audit 2010-2011**

The Committee considered the Audit Certificate and Opinion, representing the report of the External Auditor (Appendix 3) for the Financial Year 2010-2011. In particular it noted that no matters of concern had been raised by the External Auditor.

**ii) Goose Fair 2011 (Park and Ride)**

The Committee considered a report regarding Goose Fair Park and Ride Income & Expenditure 2011-2012 (Appendix 4).

RECOMMENDED THAT payment in the sum of £1,250 be made to each of the two Lions Clubs supporting the operation of the Goose Fair Park and Ride sites in 2011.

Noted That arising from consideration of the above, particular reference was made to the value attached to a review, by the Committee, of Goose Fair Fees and Charges, to be undertaken in the Spring prior to the next scheduled event in October 2012. It was also noted that it was necessary to make another Member appointment (following the retirement of former Councillor R Pike) to the Steering Group.

**430. BUDGET & PRECEPT 2012-2013**

The Committee considered the Minutes of the Meetings of the Forward Planning, Policy and Programme Sub-Committee held on 6<sup>th</sup> December 2011 (Appendix 5) and 21<sup>st</sup> December 2011 (Appendix 6) together with a Report outlining the proposed draft Budget for 2012-2013 (Appendix 7).

In particular attention was drawn to the final recommendation included in Minute No. 404 as regarded the Town Council seeking to set the proposed Budget and Precept for 2012-2013. A copy of a related press release was circulated for Members' attention (Appendix 8).

RECOMMENDED THAT, subject to the amendment of the draft Budget to include an increased provision for bad debts in the sum of £20,000 (the additional £10,000 to be drawn from Reserves) the Minutes of the Meetings of the Forward Planning, Policy and Programme Sub-Committee on 6<sup>th</sup> and 21<sup>st</sup> December 2011 be received and the recommendations therein be endorsed, including, in particular, the final recommendation of Minute No. 404 that:

1. Tavistock Town Council seek to make a 5% savings in the 2012-2013 Financial Year from its Revenue Budget; and
2. The Council Precept be set at £518, 200 for the Financial Year 2012-2013.

Noted That in relation to (1) above it would be necessary, should the Council decide to increase expenditure 'in year', for related decisions to identify how these would be resourced e.g. transfer from capital, by way of loan, disposal etc.

#### **431. PERFORMANCE MANAGEMENT**

The Committee considered the Report of the Town Clerk (Appendix 9) which sought to progress previous decisions of the Council (Minute No. 358 refers)

RECOMMENDED THAT Tavistock Town Council:

1. Review the Council's Strategic Plan and Risk Register following the preparation of Service Plans;
2. Adopt the proposed draft template Service Plan as a basis for service planning within the organisation with a view to introduction in the new Financial Year;
3. Adopt, in principle, the recommended organisational key performance indicators as a basis to pilot corporate performance reporting.

Noted That particular reference was made to the benefits which could accrue from an effective Performance Management System and the need to ensure that, through its introduction and roll-out, there was effective engagement and communication regarding its purpose and operation.

#### **432. HUMAN RESOURCES SERVICES**

The Council considered the Report of the Town Clerk (Appendix 10) prepared pursuant to the previous decision of the Council regarding the engagement of a provider of Human Resources Services.

RECOMMENDED THAT at its next meeting Tavistock Town Council constitute a Tender-Board/Sub-Committee supported by the Town Clerk, comprising the Chairman and Vice-Chairman of the Finance & General Purposes Committee plus three other Councillors authorised to appoint a Human Resources provider for the Council.

#### **433. REQUESTS/OTHER ITEMS REQUIRING A DECISION**

The Committee considered the following requests/other items requiring a decision:

- a. Tavistock Car Park Focus Group

The Committee considered a suggestion from the West Devon and Tavistock Consultative Group that this group be disbanded. Following discussion regarding the origin and operation of the group, the activities of other groups on either a Town or

Borough-wide basis and upcoming proposals for closer working with the Borough Council, it was

RECOMMENDED THAT the suggestion from the West Devon and Tavistock Consultative Group that the Tavistock Car Park Focus Group be disbanded, be acceded to and the Borough Council be advised accordingly.

b. Superfast Broadband for Tavistock

This item had been included on the Agenda at the request of Councillor J Sheldon. Attention was drawn to progress in relation to achieving Superfast Broadband for the Town and the benefits which could accrue from having a dedicated Member spokesman appropriately supported in that role. It was also suggested there might be complementary funding available from the Tavistock BID (the Chamber of Commerce had indicated that it had no available funds to support such a project).

The consensus of opinion amongst those present was that such a proposal be included in a report to a future meeting and Councillor Sheldon undertook to prepare same.

**434. ITEMS FOR INFORMATION**

The following items had been circulated for information only:-

a. The Report of the Assistant to the Town Clerk (Appendix 11)

Noted That – The Mayor thanked the Assistant to the Town Clerk for the work undertaken organising the successful Mayor’s Christmas Event for staff and Councillors.

b. Action Points from the Traffic Management Meeting held on 19<sup>th</sup> September 2011 (Appendix 12)

c. Tavistock Matters – Report of Meeting held on 21<sup>st</sup> November 2011 (Appendix 13)

Members noted issues associated with the operation of this group and action undertaken by the Police over the Christmas period.

d. Southern Parishes Link Committee – Minutes of the Meeting held on 1<sup>st</sup> December 2011 (Appendix 14)

Noted That – in response to a question a Member advised that concerns regarding the tax treatment of agricultural diesel for public highway snow clearing and associated activities had been subject to review recently by HRMC leading to, what was anticipated would be, a less onerous regime in the future. A Member further expressed concern regarding the operation and perceived value of the above Meeting.

e. Chamber of Commerce – Minutes of the Meeting held on 5<sup>th</sup> December 2011 (Appendix 15)

- f. Items for future Agendas – there were no suggestions for the Borough Council regarding proposed Agenda items for future meetings of the Southern Parishes Link Committee or West Devon and Tavistock Consultative Group.

**435. 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, which involved the financial or business affairs of persons other than the Council, it was:

RESOLVED THAT the press and public be excluded from the meeting for the following items of business.

**436. DEBTORS**

The Committee considered and noted the list of all those who had debts to the Council dating from earlier than the last quarter date.

Noted That in particular Members were advised of updates in relation to the submitted schedule.

**437. TOWN HALL BAR STOCK AUDIT**

The Committee considered and noted details in connection with the most recently undertaken Town Hall Bar Stock Audit for the period June-October, 2011.

The Meeting closed at 8.45 p.m.

Chairman \_\_\_\_\_

Date \_\_\_\_\_