

**MINUTES** of the Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **25th FEBRUARY 2014** at **7:30pm**

**PRESENT** Councillor Mrs A Johnson (Chairman)  
Councillor Mrs M Ewings (Vice Chairman)

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

Councillor H Smith (Mayor)  
Councillor J Sheldon (Deputy Mayor)

Councillor Mrs S Bailey (Chairman Properties  
Committee)

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

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**380. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors A Fleet and J Moody.

**381. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**382. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Finance and General Purposes Committee held on Tuesday 14<sup>th</sup> January, 2014 be confirmed as a correct record and signed by the Chairman.

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

The Chairman of the Properties Committee drew the attention of the Committee to those items listed as requiring a decision by

Council as included in the report of the General Manager endorsed by the Properties Committee.

### **384. GENERAL FINANCE**

#### **a) Schedule of Payments**

The Committee considered the monthly accounts as at 31st January 2014, for submission to the next Council Meeting (Appendix 1).

Noted That in response to questions a Member undertook to liaise with the General Manager in connection with various matters. Members were reminded that, if they had questions on matters of detail, they were requested to raise them prior to the meeting in order that responses could be obtained.

#### **b) Budget Monitoring Report**

The Committee received and considered a copy of the Budget Monitoring Report as at 31st January 2014 (Appendix 2).

Noted That in response to a question the Committee was advised that it was normal practice, where an account was discontinued, to retain it for one year with a zero budget in order to provide clarity for Audit purposes.

#### **c) Internal Audit Report**

The Committee received and endorsed the report of the Internal Auditor (Appendix 3) following his recent visit.

Noted That in the discussion arising particular reference was made to a range of matters including cash transportation, Pannier Market Rules & Regulations and related matters.

#### **d) Local Audit and Accountability Act 2014**

The Committee considered correspondence received inviting the views of the Council on draft regulations (Appendix 4) which had been published for consultation by Government.

RECOMMENDED THAT Tavistock Town Council not express a view in relation to the consultation by the Government seeking the views of the sector on options for the way forward.

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

#### **a) Tavistock World Heritage Site Key Centre**

The Committee considered the report of the Town Clerk setting out the background to, and progress in connection with, World Heritage Site Key Centre Status for Tavistock (Appendix 5) and associated action plan.

RECOMMENDED THAT Tavistock Town Council

- a) Endorse, in principle, the World Heritage Site Key Centre Action Plan.
- b) Nominate a representative to serve upon the partnership body.

Noted That in the discussion arising reference was made, in particular, to the role of the Museum and synergies which could be achieved, in the future, with prospective World Heritage Site Key Centre Status for the Town

#### **b) Legal Services**

The Committee noted progress to date in connection with the market testing of Council Legal Services and associated arrangements for engagement of a provider.

RECOMMENDED THAT authority be delegated to the Town Clerk, in consultation with the Chairman and Vice Chairman of the Finance and General Purposes Committee, to undertake a marketing exercise in respect of Legal Services and engage a suitable legal services provider to the Council.

#### **c) Grant Application**

The Committee considered an application for financial assistance from Community Arts Management (CAM The Wharf Limited) seeking a sum of £8,500 towards various works (Appendix 6 refers).

RECOMMENDED THAT a grant of £8,500 be made to Community Arts Management on the basis outlined in the application.

#### **d) Town & Parish (TAP) Fund Applications**

- i. **Gulworthy Parish Council** - The Committee considered a request (Appendix 7) for support in connection with an application to provide support to the Tavistock & District

Local History Society to make available documents to the general public in digital format.

Having considered the matter the view was expressed that the application did not reflect the spirit of the TAP Fund arising from which it was

RECOMMENDED THAT the Council not lend its support to this initiative.

Noted That Councillor D Eberlie declared a personal interest in the above matter and took no part in the voting thereon by virtue of Membership of the History Society.

- ii. **Street Pastors**, the Chairman had agreed to take the following item as a matter of urgency. In particular it sought the support of the Council for an application to the TAP Fund made on behalf of the Street Pastors for consumable items to assist them in their work.

RECOMMENDED THAT Tavistock Town Council lend its support to the application to the TAP Fund on behalf of the Street Pastors for £769.

### **386. ITEMS FOR INFORMATION**

The following items had been circulated for information only and were noted:-

- a) Townscape Heritage Initiative funding arrangements (note the appendix was circulated with the Properties Committee Agenda).
- b) Guildhall –submission of the bid to the Heritage Lottery Fund which had been separately circulated to Members noted.
- c) Devon County Council Consultation on Adult Social Care Day Services.
- d) Report of the Assistant to the Town Clerk (Appendix 8)

Noted That in response to a question the Committee was advised of the criteria applied in the letting of premises with a view to securing best value for the Council.

- e) Chamber of Commerce – Minutes of the Meeting held on 3<sup>rd</sup> February 2014 and those arising from the Annual General Meeting held on the same date.

Noted That the importance of Council representation at the monthly Meetings and Annual Meeting of the Chamber of Commerce was stressed.

- f) Tavistock BID Company – Minutes of the Meeting held on 16<sup>th</sup> January, 2014 (Appendix 9)
- g) Tavistock Townscape Heritage Partnership – Notes of the Meeting held on 16<sup>th</sup> January, 2014 (Appendix 10)
- h) Tavistock Museum Trust – Annual Report Spring 2014 (Appendix 11)
- i) Kingdon House Community Association – update

Arising from the above it was

RECOMMENDED THAT Councillor Mrs A Johnson be appointed to represent the Council on the above organisation.

- j) West Devon/Tavistock Consultative Liaison Group – Notes from the Meeting held on Wednesday 4<sup>th</sup> December, 2013 (Appendix 12).
- k) Items for future agendas.
- i. Southern Parishes Committee – no matters were brought forward.
  - ii. West Devon/Tavistock Consultative Group – no matters were brought forward.

K) Updates and questions to Council Representatives serving on outside bodies.

Noted That attention was drawn, in particular, to:-

- Progress associated with the development of a Tavistock and District Young Persons Youth Network.
- The outcomes of attendance at a recent meeting of the Larger Councils Committee of the Devon Association of Local Councils.

**387. PUBLIC BODIES (ADMISSIONS 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

**388. COUNCIL ICT SUPPORT (CONFIDENTIAL by virtue of relating to commercially sensitive information)**

Following a wide ranging discussion addressing the benefits and drawbacks of various approaches it was:

RECOMMENDED THAT

- i. The offer by West Devon Borough Council be declined on cost grounds;
- ii. the General Manager review ICT requirements with particular regard to any changing needs which might have arisen from the recent interim operations service re-structure, to include liaison with the Mayor and Deputy Mayor in connection with same.

**389. FORWARD PLANNING POLICY AND PROGRAMME SUB-COMMITTEE (CONFIDENTIAL by virtue of relating to commercially sensitive information)**

The Committee considered the report of the Meeting of the Forward Planning Policy & Programme Sub-Committee held on Monday 24<sup>th</sup> February 2014.

RECOMMENDED THAT subject to the:-

- Amendment of 'marking' to 'marketing' on the third bullet point of page 2;
- The deletion of the 'and' preceding 'meeting' in the last sentence of the sixth bullet point on page 2 and its replacement with 'or';
- The insertion of 'full' to follow 'successful' and precede 'HLF' in recommendation (a)

RECOMMENDED THAT the Minutes of the Meeting of Forward Planning, Policy & Programme Sub-Committee held on

Monday 24<sup>th</sup> February 2014 be received and the recommendations contained therein endorsed.

**390. COMPLAINT**

(**CONFIDENTIAL** – by virtue relating to protected data characteristics and legal matters).

The Committee noted progress to date in connection with the complaint, determination of which had previously been delegated to the Town Clerk.

**391. DEBTORS**

(**CONFIDENTIAL** – by virtue 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.

Noted That in response to a question reference was made to the previous decision of Council to take action to bring a tenancy to an end upon the lease reaching its term

The meeting closed at 8.59pm

Signed.....

Dated.....

CHAIRMAN