

AGENDA ITEM 6 (c)

MINUTES of the Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 1st SEPTEMBER, 2015** at **7.02pm.**

PRESENT Councillors A Lewis, J Moody, P Palfrey, P Sanders, J Sheldon (as from Minute No 92), H Smith, P Williamson

Councillor Mrs S Bailey (Mayor)

Councillor Mrs M Ewings (Deputy Mayor)

Councillor C Rogers (Chairman – Properties Committee)

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

82. ELECTION OF CHAIRMAN

Nominations were invited for the election of Chairman of the Finance and General Purposes Committee for the ensuing civic year.

A nomination was received in respect of Cllr H Smith.

RESOLVED THAT Councillor H Smith be elected Chairman of the Finance and General Purposes Committee for the ensuing civic year.

83. ELECTION OF VICE CHAIRMAN

Nominations were invited for the election of Vice Chairman of the Finance and General Purposes Committee for the ensuing civic year.

Two nominations were received in respect of Councillors Mrs A Johnson and P Sanders. Following a vote by ballot, it was:-

RESOLVED THAT Councillor Mrs A Johnson be elected Vice Chairman of the Finance and General Purposes Committee for the ensuing civic year.

84. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Mrs A Johnson together with an apology for late arrival from Councillor J Sheldon.

85. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

86. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of the Finance and General Purposes Committee held on Tuesday 7th April 2015 be confirmed as a correct record and be signed by the Chairman.

87. APPOINTMENTS

The Committee considered the nomination of representatives to serve on those bodies which reported to/through the Finance and General Purposes Committee.

RECOMMENDED THAT consideration of the above item be referred to the meeting of Council scheduled to be held on Tuesday 8th September 2015 for determination.

88. MEETING OF THE PROPERTIES COMMITTEE HELD EARLIER THAT EVENING

The Chairman of the Properties Committee advised that there were no matters to report with a financial implication.

89. GENERAL FINANCE

a) Schedule of Payments - The Committee received and considered a copy of the monthly accounts, as at 31st July 2015 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 31st July 2015 (Appendix 2).

90. TAVISTOCK TOWN COUNCIL STRATEGIC PLAN - REVIEW

The Committee considered the report of the Town Clerk and General Manager (Appendix 3) setting out prospective arrangements for a review of the Tavistock Town Council Strategic Plan.

RECOMMENDED THAT Tavistock Town Council, at its Meeting on 8th September 2015; -

a) endorse the review of the Tavistock Town Council Strategic Plan for a further period 2015-2020;

b) authorise the Forward Planning, Policy and Programme Sub-Committee to consider and make recommendations on the review process to be adopted.

91. SERVICE PLANNING 2015-2016

The Committee considered the following Service Plans (Appendices 4-5) for adoption by Council as a basis for the delivery of Council services 2015-16 together with accompanying updates on progress against the previous year.

Having reviewed the Service Plans in order to ensure that they were appropriate to reflect and balance the goals and priorities of the organisation within available organisational resource and having reviewed the associated Council risk register, it was :-

RECOMMENDED THAT Tavistock Town Council endorse and adopt the appended service delivery plans for Administration and Corporate Services together with the associated revised Risk Registers as the basis for the delivery of the Council's work programme for the forthcoming year.

Noted That in relation to Corporate Services:-

- i. In response to a question it was reported that whilst there had been some increase in organisational resilience arising from investment in a networked ICT solution further investment in system functionality would be required by way of on-going modernisation. Risks associated with potential reputational damage were reflected in the risk register
- ii. Concerns were raised regarding Council performance in connection with payment processing and the use of purchase orders arising from which:
 - The Internal Auditor of the Council would be requested to review the position; and
 - The Clerk would further report to Members on the basis for the poor performance which had been identified;

- iii. Following comment regarding the diminishing capacity of the Borough Council to provide support in areas such as communications/ public relations it was noted the facility for engagement of external support was available and being actively explored.;
- iv. In relation to the Townscape Heritage Initiative it was noted that applicants would be required to demonstrate that they had access to sufficient funds in order for projects to proceed to the approval stage.

92. ITEMS FOR INFORMATION

The following items had been circulated for information only.

- a) Report of the Assistant to the Town Clerk (Appendix 6).
Noted That the name of Councillor H Smith be added to those in attendance at the Borough Council training session held earlier that day;
- b) Townscape Heritage Initiative: Project Management Board emerging terms of reference (Appendix 7);
- c) Tavistock Townscape Heritage Initiative Scheme - Report of the Project Manager (Appendix 8).

93. 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.

94. 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 appropriate, in respect of same.

Noted That arising from consideration of the above and related matters:

- a) There would be opportunity to clarify the situation in respect of dilapidations claims with the Solicitor to the Council at the Meeting scheduled to be held on 8th September, 2015;

b) In relation to legal/property matters the potential for conflicts of interest to arise was noted. The Committee was further given forward notice of an item which had previously been brought before Council, an update for which would be brought before the next Council Meeting.

The Meeting closed at 8.13pm

Signed.....

Dated.....

CHAIRMAN