

MINUTES of the Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 20th October, 2015** at **7.00pm.**

PRESENT Councillor H Smith (Chairman),
Councillor Mrs A Johnson (Vice Chairman)

Councillors P Palfrey, P Sanders, J Sheldon, P Williamson

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

Councillor C Rogers (Chairman – Properties Committee)

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

141. APOLOGIES FOR ABSENCE

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

142. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

143. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of the Finance and General Purposes Committee held on Tuesday 1st September 2015 be confirmed as a correct record and signed by the Chairman.

Noted That arising from consideration of the above a Member advised that the West Devon Borough Council pilot arrangements for Members IT had now concluded and a solution was being rolled out. Investigations would be made into the extent to which the Town Council might access same.

144. GENERAL FINANCE

a) Schedule of Payments

The Committee received and considered a copy of the monthly accounts, as at 31 August and 30th September 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 August and 30 September 2015 (Appendix 2).

c) Audit 2014/15

The Committee was advised that the Council had received a clear (unqualified) report from its External Auditor – Grant Thornton. The one observation which had been made – regarding internal financial assurance, was being progressed with the Council’s Accountant.

145. FORWARD PLANNING POLICY AND PROGRAMME SUB COMMITTEE

The Committee considered the Minutes of the Meeting of the Forward Planning, Policy and Programme Sub-Committee (Appendix 3) held on Tuesday 22nd September 2015 - Minute No’s 113-118 refer.

In the discussion arising from consideration of the above particular reference was made to the Guildhall Gateway Centre capital project, Tavistock Heritage and related matters.

RECOMMENDED THAT

- a) Tavistock Townscape Heritage Initiative Project Management Board – draft revised terms of reference

The draft revised terms of reference for the THI Project Management Board, as circulated be endorsed*.

*Noted That subsequent to the Meeting this matter was considered by Tavistock Heritage which had requested consideration be given to an adjustment to the membership section to include the words ‘Membership may

include but will not be limited to' and with regard to consideration of matters that such will be 'by consensus'

b) In relation to the Guildhall Gateway Centre Project the Town Council

- i) agree the need for a dedicated coordinating resource to prepare the Stage Two Bid for submission and authorise the allocation of appropriate funds to deliver same in due course
- ii) linking to (i) above, the Council further identify in the delivery phase a sum of £20,000 toward supporting the year one delivery of the project**

**Noted That subsequent to the Meeting this matter was considered by Tavistock Heritage which had requested consideration be given to the addition of the following words to the recommendation:-
'to be available for drawdown as/if required between now and 31st March, 2017'

- iii) in each of the two years thereafter, the Council identify the sum of up to £10,000 per annum to support the embedding of the Heritage/ learning/ interpretation experience.

c) Administrative Support for Tavistock Heritage – subject to:-

- i) Devon County Council, West Devon Borough Council and the Town Council each making an equal financial contribution, and to the Town Council receiving sight of and agreeing the remit for the role, Tavistock Town Council contribute to the administrative support for Tavistock Heritage in the sum of £2,500 from reserves subject additionally to:-
- ii) The Town Council agreeing the outcome of the consideration by Tavistock Heritage at its next meeting of the suggested inclusion of the following to the job description provided namely:-
 - *Champion and co-ordinate activity relating to Tavistock's built heritage*

- *Encourage the engagement of the wider community in the work of the Partnership*
- *Work to provide continuity of purpose with any organisation appointed by TTC to bring the project to fruition*
- *Report periodically to TTC in its role as a stakeholder in the securing of Heritage benefit to the Town.*

Noted That subsequent to the Meeting this matter was considered by Tavistock Heritage which endorsed the proposal.

d) Long leases as between the Town and Borough Councils:

In order to progress this matter and further consider whether the premises at Court Gate and the Wharf should be linked or be treated separately, West Devon Borough Council be invited to indicate whether or not there were any impediments to the potential transfer and/or reduction to the lease of the Wharf building following the offer made by its officers previously to provide information relating to same.

Noted That

- Councillor P Sanders requested that it be recorded he declared an interest in the above item by virtue of holding office with West Devon Borough Council and took no part in the discussion or voting thereon
- a discussion in connection with the foregoing matter took place subsequently (Minute No.149 refers).

e) Communications/ Media Relations

In the next financial year a provision in the sum of £2,500 be made available for the engagement (whether or not on an occasional, retained or other basis) of a resource to provide support to the Council in relation to communications and public relations.

146. ITEMS REQUIRING A DECISION

The Committee considered the following matters requiring a decision:-

a) Section 106 Monies

The Committee considered a request from West Devon Borough Council regarding Whitchurch Pre-School (Appendix 4). Following a period of discussion including regarding materials and cost it was:

RECOMMENDED THAT West Devon Borough Council be advised that Tavistock Town Council supports the proposal.

b) Committee Arrangements Task and Finish Group

The Committee considered and endorsed the notes of the Meeting (Appendix 5) of the Task and Finish Group convened to review the Committee arrangements of the Council as held at the Council Chamber on Monday 21st September 2015.

Arising from discussion regarding the breadth and scope of the group it was further:

RECOMMENDED THAT Councillor J Sheldon be co-opted onto membership of the Committee Arrangements Task and Finish Group.

147. ITEMS FOR INFORMATION

The following items had been circulated for information only:-

a) Tavistock Townscape Heritage Initiative Project Management Board- Minutes of the Meeting held on 12th October 2015 (Appendix 6)

b) Chamber of Commerce – Minutes of the Meetings held on 3rd August and 7th September 2015 (Appendices 7-8)

c) Tavistock Matters – Notes of the Meeting held on 14th September 2015 (Appendix 9)

d) Devon Association of Local Councils –Minutes of the Meeting held on 7th September 2015 (Appendix 10)

e) Tavistock BID Limited – Minutes of the Meeting on 16th September 2015 (Appendix 11)

f) Report of the Assistant to the Town Clerk (Appendix 12)

g) Tavistock Edge – Correspondence (Appendix 13)

- h) Items for Agendas – There were no items suggested
- i) Updates received from Council representatives serving on outside bodies – there were no updates.

148. 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.

149. 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.

In the discussion arising from consideration of the above particular reference was made to the operation of the Council’s Debtors process and the need for continued close monitoring of outstanding debts.

Noted That pursuant to the provisions of Minute No.145 there was a brief discussion in relation to arrangements as between the Town Council and Borough Council in respect of long leases.

150. BAR STOCK AUDIT REPORT

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

The Committee considered and received the Bar Stock Audit and Analysis Report for the period 25th June–22nd September 2015.

The press and public were readmitted to the meeting.

The Meeting closed at 8.12pm

Signed.....

Dated.....

CHAIRMAN