

## AGENDA ITEM No 7

**MINUTES** of the Meeting of the **BUDGET AND POLICY COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 29<sup>th</sup> AUGUST, 2017** at **7.07pm.**

**PRESENT** Councillor P Sanders (Chairman),  
Councillor P Ward (Vice Chairman)  
Councillors Mrs M Ewings, Mrs A Johnson,  
P Palfrey, H Smith, P Williamson.

**IN ATTENDANCE** Town Clerk, General Manager.

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### **111 CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Budget and Policy Committee held on Tuesday 11<sup>th</sup> July, 2017 be confirmed as a correct record and signed by the Chairman.

### **112 DECLARATIONS OF INTEREST**

Councillor P Sanders declared an interest in Minute No 113 by virtue of Membership, as a Trustee, of the organisation concerned and Minute No 115 by virtue of serving as Leader of and Councillor on the organisation concerned.

### **ITEMS FOR RECOMMENDATION TO COUNCIL**

#### **113 TAVISTOCK HERITAGE TRUST GRANT APPLICATION**

The Committee considered an application for financial assistance from the Tavistock Heritage Trust in the amount of £1,500.

In the ensuing discussion reference was made variously to the background to the application, previous grants made, the nature of the organisation concerned, treatment of other grant applications and uses proposed.

RECOMMENDED THAT Tavistock Town Council approve and endorse the grant application by Tavistock Heritage Trust for £1,500 toward the constitution of a programme of lectures, walks, interest courses and providing support to complementary measures associated with the Townscape Heritage Initiative Scheme.

Noted That Councillor P Sanders declared a personal non prejudicial interest in the above item and took no part in the discussion or voting thereon.

**114 NEIGHBOURHOOD PLAN**

The Committee considered the report of the Assistant to the Town Clerk outlining arrangements for, and setting out next steps in relation to, a Neighbourhood Plan for Tavistock.

In the ensuing discussion reference was made variously to the importance attached to community involvement, similarities/ dissimilarities between Tavistock and other areas undertaking neighbourhood plans together with the importance attached to lead Councillors acting as champions for, and conduits to, the neighbourhood planning process.

RECOMMENDED THAT

- i. The following Councillors be appointed to serve as lead Members for the Neighbourhood Planning process for Tavistock:- Councillors Mrs M Ewings, H Smith, P Ward and P Williamson
- ii. The Assistant to the Town Clerk, in consultation with the designated lead Councillors, be authorised to draft a submission in connection with the requirements of the Awards for All (Heritage Lottery Fund) grant scheme and a formal application thereafter be made
- iii. Application be made, when the new Locality Grant Scheme is in situ, for the full amount of available grant, subject to eligibility;
- iv. That provision be made in the next Budget round for a budget allocation for neighbourhood planning.

**115 ONE COUNCIL FOR WEST DEVON AND SOUTH HAMS**

The Committee considered a consultation document issued jointly by the West Devon Borough and South Hams District Councils inviting views on the prospective creation of one new Council for the areas currently served by both.

In the ensuing discussion reference was made to a range of issues including

- the extent to which vertical integration might be preferable to horizontal in the longer term,

- challenges in other parts of the county (such as Torbay) and
- delays experienced elsewhere in the country in securing clear guidance from DCLG.

Following a review of the proposals including matters such as the timescale for Council Tax increases, prospective use of existing assets/impact of liabilities, proposals to generate additional income through acquisition of a national commercial property estate etc it was the consensus that the nature of the consultation better lent itself to individual than organisational responses.

In the circumstances it was:-

**RECOMMENDED THAT**

- a. The Council not make a response itself; but
- b. Encourage Councillors to review the consultation document and respond in an individual capacity.

Noted That Councillor P Sanders declared a personal non prejudicial interest in the above item

**ITEMS CIRCULATED FOR INFORMATION ONLY**

**116 CAPITAL SCHEMES – PROGRESS REPORT**

The General Manager provided an oral update in connection with various capital works with particular reference being made to:-

- a. *Duke Street repointing*  
There was a scheduled 17<sup>th</sup> November completion date and it was anticipated an (approximately) £20,000 of additional work would be required associated with unforeseen repointing/rebuilding works. The project remained in budget and second phase scaffolding lift/first phase take down would occur over the next fortnight.
- b. *Pannier Market re-roofing*  
Following a review of tenders received and conduct of appropriate due diligence the contract was in the process of being let to A D Williams.
- c. *Butchers' Hall*  
Table mappings had been completed and a planning application was about to be submitted. It was proposed to complete an internal fit out by the end of November if possible.
- d. *Cemetery Soakaway*  
The contract had been let to Stenlakes and it was proposed, following the pre-start meeting on 5<sup>th</sup>

September, to issue publicity regarding the nature and duration of the works.

**URGENT BUSINESS BROUGHT FORWARD AT  
THE DISCRETION OF THE CHAIRMAN**

**117 VEHICLE DISPOSAL**

The Committee was advised that the tipper van used by the Works Department was beyond economic repair.

A lease vehicle was being acquired pending a wider review of vehicle requirements and, in the meantime, an offer had been received from the lease company for £500 for the existing vehicle. It was considered that this represented good value given the condition of the vehicle arising from which it was:-

RECOMMENDED THAT the disposal of the tipper van be approved in the sum of £500.

**118 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 the Public be excluded from the Meeting for the following items of business.

**CONFIDENTIAL ITEMS FOR RECOMMENDATION  
TO COUNCIL**

**119 CAPITAL SCHEMES-PANNIER MARKET**

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

The Committee considered the Report of the General Manager in connection with the above and, more specifically, gave consideration as to whether or not to approve up to £108,000 (inclusive of VAT) for the installation of glass doors to the Pannier Market as part of the re-roofing improvement scheme. It being noted that work to the doors fell outside of that which could be part funded by the Heritage Lottery Fund grant under the Townscape Heritage Initiative scheme. Therefore if the Council were minded to support this proposal it would be necessary for it to meet the additional cost in full.

In the ensuing discussion reference was made to affordability, the benefits that might arise from the installation of glass doors including in terms of a more customer friendly environment, improved energy efficiency and aesthetic value.

RECOMMENDED THAT Tavistock Town Council approve and endorse the inclusion of the additional cost of the replacement of Pannier Market doors as outlined in the Report as part of the contract for the re-roofing of the premises in a sum not exceeding £108,000 including value added tax.

#### **120 GUILDHALL – ACTIVITY/LEARNING PROGRAMME**

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

The Committee received an update in connection with the above pursuant upon the submission recently made to the Heritage Lottery Fund. In the ensuing discussion reference was made, in particular, to third party support, the involvement of other bodies, the importance attached to the undertaking set out in the Bid document and the positive progress of the partnership between the Town Council and Tavistock Heritage Trust.

#### **CONFIDENTIAL URGENT BUSINESS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

#### **121 LEGAL MATTERS**

(**CONFIDENTIAL** by virtue of relating to information of a commercial sensitive or legal nature)

The Committee noted:-

- the Council's Solicitor would be in attendance at the next meeting of Council in order to assist Members in addressing outstanding issues in relation to various leases/licences;
- the position in relation to acquisition of the Molly Owen Centre (Survey and Valuation reports having been completed);
- a possible claim arising from works undertaken by the Council.

#### **122 WORKS DEPARTMENT-STAFFING ARRANGEMENTS**

(**CONFIDENTIAL** by virtue of relating to identifiable individuals)

The Committee was advised of anticipated changes in the staffing establishment and the intention, by the General Manager, to take the opportunity arising from a resignation to review the composition and structure of the Works Department with a view

to reporting by/at the end of the financial year. Opportunity would also be taken to link the review to the job evaluation of posts within that Department.

The Meeting closed at 9:00pm.

Signed.....

Dated.....

CHAIRMAN