

**AGENDA ITEM No. 4(c)**

**MINUTES** of the Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 3<sup>rd</sup> MAY, 2016** at **7.00pm.**

**PRESENT** Councillor Mrs A Johnson (Vice Chairman)  
Councillors J Moody, P Palfrey, P Sanders and J Sheldon  
Councillor Mrs S Bailey (Mayor)  
Councillor Mrs M Ewings (Deputy Mayor)  
Councillor C Rogers (Chairman – Properties Committee)

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

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**358. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors A Lewis, H Smith (Chairman) and P Williamson.

**359. DECLARATIONS OF INTEREST**

No Declarations of Interest were received at this point in the Meeting.

**360. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Finance and General Purposes Committee held on Tuesday 5<sup>th</sup> April, 2016 be confirmed as a correct record and signed by the Chairman.

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

The Chairman of the Properties Committee reported that there were no recommendations arising from that Meeting with a financial implication.

## **362. GENERAL FINANCE**

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

The Committee received and considered copies of the monthly accounts, as at 31<sup>st</sup> March, 2016 for submission to the next Council Meeting (Appendix 1).

Noted that - following a query raised by a Member regarding a particular payment, the General Manager agreed to provide a response prior to the Council Meeting on the 10<sup>th</sup> May, 2016

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

The Committee received and considered copies of the Budget Monitoring Report as at 31<sup>st</sup> March, 2016 (Appendix 2).

Noted that - following a query raised by a Member regarding a particular payment (Performing Rights), the General Manager agreed to provide a response prior to the Council Meeting on the 10<sup>th</sup> May, 2016

### **c) Virement**

The Committee considered if any further virements would be necessary from which it was:

Noted that – none were identified

### **d) Write-Off of Play Equipment**

The Committee were asked to endorse the disposal of an item of play equipment now considered to be obsolete, and having a nominal scrap value:-

RECOMMENDED THAT the foregoing be endorsed and the disposal be actioned

### **e) Council Financial Regulations & Procedural Standing Orders (Appendix 3)**

The Committee considered the briefing note and documents provided;-

#### **i. Tavistock Town Council Financial Regulations**

RECOMMENDED THAT that the above Regulations be adopted

Noted That – an opinion was expressed that it would be beneficial for Members to be made aware of changes that were being proposed, to make it easier to identify them.

ii. **Tavistock Town Council Standing Orders**

Subject to the addition of the words 'she' and 'her', where 'he' and 'him' are mentioned, it was;-

RECOMMENDED THAT the above Standing Orders be adopted

**363. ITEMS REQUIRING A DECISION**

The Committee considered the following matters requiring a decision:-

**a) Calendar of Meetings 2016-17** (Appendix 4)

The Committee considered the draft Calendar of Meetings for the 2016-17 Civic Year. In view of a Motion being brought to the next Council Meeting, it was:-

RECOMMENDED THAT consideration be deferred until the Council Meeting, due to be held on the 10<sup>th</sup> May, 2016, has considered the above Motion

**b) Letting of Council Premises – Tenant Surety**

A decision was made to defer this to the Council Meeting due to be held on 10<sup>th</sup> May, 2016 in order that additional information could be available (previous Minutes to be circulated)

**c) Councillor ICT**

The Committee considered the briefing note (Appendix 5) and subject to the addition of the words 'excluding VAT' immediately after 'up to a maximum of £325', it was;-

RECOMMENDED THAT the above be endorsed

**d) Grant Application**

The Committee considered a Grant Application, received from the Tavistock & District Chamber of Commerce (Appendix 6), requesting funds towards the cost of providing a brochure to

advertise the forthcoming 'Man Engine' event in Tavistock on the 25<sup>th</sup> July 2016.

Following a discussion it was felt that there was insufficient information provided for a decision to be made. It was requested that further information be sought from the applicant, to allow an informed decision to be made.

Noted That – the decision on this Application to be deferred to the Council Meeting due to be held on 10<sup>th</sup> May 2016, in order that further clarification could be sought

#### **e) Town Hall Charging Arrangements**

The Committee considered the report of the Town Hall Manager (Appendix 7), but felt legal advice was required before the implementation of any new arrangements to ensure adherence to statute;-

RECOMMENDED THAT the advice of our legal advisors be sought prior to implementation

#### **364. ITEMS FOR INFORMATION**

The following items had been circulated for information only;

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

Noted That arising from the foregoing, those Councillors who had expressed an interest in having a 2016-2017 Year Book to advise the ATTC of their preference for the style of the folder, by Friday 13<sup>th</sup> May, 2016

The Mayor thanked all those who had attended her End of Term Party, and hoped they had enjoyed themselves. She also said thank you for the gifts she had received.

- b) Tavistock Heritage – Minutes of the Meeting held on the 23<sup>rd</sup> March, 2016 (Appendix 9)  
c) Tavistock Chamber of Commerce – Minutes of the Meetings held on 4<sup>th</sup> April, 2016 (Appendix 10)  
d) Items for Future Agendas – there were no items suggested

Noted That - the ATTC would seek confirmation of the date of the next Southern Links Meeting and would advise the Council's representatives accordingly

- e) Up-dates received from Council Representatives serving on Outside Bodies – no up-dates were received, however it was;-

The General Manager agreed that a letter be sent to the Dartmoor National Park Authority regarding the lack of representation at the Whitchurch Down Consultative Group Meetings by the local Park Ranger

**365. 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.

**366. DEBTORS**

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

The Committee considered and noted a list of all those with debts to the Council dating from earlier than the last Quarter Day (Appendix 11) and received up-dates, where appropriate, in respect of same.

In connection with Debtor E, in response to a query raised, the General Manager reassured Members around discussions held, and measures implemented, to mitigate impact arising from upcoming works on Butchers' Hall.

**367. TOWN HALL BAR STOCK AUDIT REPORT**

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

The Committee considered and received the Stock Audit and Analysis Report for the period 7<sup>th</sup> January, 2016 to 30<sup>th</sup> March, 2016. Comment was made on the positive report (Appendix 12).

In response to a Member's query it was;-

Noted That – clarification be sought regarding the comment made on the Report in connection with a particular revenue stream

**368. LEGAL MATTERS**

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

The Committee was advised of the outcome of without prejudice discussions, which had been broadly positive.

Further clarification would be sought from the Council's Letting Agent, this then to be brought back to the Full Council Meeting due to be held on the 10<sup>th</sup> May, 2016.

Noted That - Councillor Mrs M Ewings declared a prejudicial interest in the above item by virtue of a proprietorial interest and left the room during consideration thereof.

The Press and Public were re-admitted to the Meeting.

The Meeting closed at 8.16pm

Signed.....

Dated.....

CHAIRMAN