



27<sup>th</sup> August 2014

Dear Councillor

I hereby give you notice that a Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** will be held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 2<sup>nd</sup> SEPTEMBER 2014** at **7:00pm** or upon the rising of the Properties Committee Meeting, whichever is the later.

Yours faithfully

Carl Hearn  
Town Clerk

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## **MEMBERSHIP OF THE COMMITTEE**

Councillor Mrs A Johnson (Chairman)  
Councillor P Sanders (Vice Chairman)

Councillors D Eberlie, A Fleet, Mrs J Metcalf, J Moody, J Sheldon,  
D Whitcomb

Councillor H Smith (Mayor)  
Councillor Mrs S Bailey (Deputy Mayor)

Councillor Mrs M Ewings (Chairman - Properties Committee)

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## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

To receive any apologies for absence

### **2. DECLARATIONS OF INTEREST**

To receive disclosures of unregistered other interests from Councillors on matters to be considered at the meeting. The disclosure shall include the nature of the interest. If you become aware, during the course of a

meeting, of an interest that has not been disclosed under this item, you must immediately disclose it.

Under the Code of Conduct Councillors with an interest – whether or not it is a disclosable pecuniary interest, or other interest, must leave the room for the duration of consideration of the item to which the interest relates.

### **3. CONFIRMATION OF MINUTES**

- a) To confirm the Minutes of the Meeting of the Finance and General Purposes Committee held on 8<sup>th</sup> July 2014 as a correct record (previously circulated)
- b) Matters arising – to review the Action Log for the Finance and General Purposes Committee (circulated separately)

### **4. MEETING OF THE PROPERTIES COMMITTEE HELD EARLIER THAT EVENING**

The Chairman of the Properties Committee to report on any recommendations with a financial implication

### **5. GENERAL FINANCE**

- a) **Schedule of Payments** – to consider the monthly accounts, as at 30<sup>th</sup> June & 31<sup>st</sup> July 2014, for submission to the next Council Meeting (a schedule of all payments is enclosed)
- b) **Budget Monitoring Report** – to consider the phased Budget Monitoring Report as at 30<sup>th</sup> June & 31<sup>st</sup> July 2014 (enclosed)
- c) **Capital Programme** – to consider how best to proceed in respect of the development and funding of the Tavistock Town Council Capital programme (enclosed)
- d) **Audit 2013-14** – Notice of outcome. A clear (unqualified) report has been received. One administrative observation was made regarding the accounting treatment of fixed assets.

NOTE – should Members have any detailed questions concerning any payments or other financial matters they should be passed to the Internal Auditor or the General Office well in advance of the Meeting in order that enquiries may be undertaken and an informed response prepared.

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

To consider the following items requiring a decision:-

- a) **Request from the Town Crier** (request enclosed)
- b) **Southern Parishes Link** – to appoint a representative following the resignation of Councillor J Sheldon from that body
- c) **Staff Handbook** – to consider a proposed Communications & Media Protocol for the Council (enclosed)

- d) **TAP Funding** – to note the deadlines for application (4<sup>th</sup> September & 20<sup>th</sup> November, 2014) and submit any proposals as applicable.
- e) **Statutory Instrument No 2014-2095** 'The Openness of Local Government Bodies Regulations' 2014 (draft previously circulated)
  - to commission a report into the application of Part 3 ss7-8 (recording of decisions);
  - to agree any essential consequential changes to procedural standing orders arising from the provisions of Part 2 (reporting arrangements).

## **7. ITEMS FOR INFORMATION**

To note the following matters which are circulated for information only:-

- a) Industrial Action – anticipated proceedings on 14<sup>th</sup> October, 2014
- b) Report of the Assistant to the Town Clerk (enclosed),
- c) Invitation to CPRE Devon Seminar - 19<sup>th</sup> September 2014 at The Charter Hall, Okehampton, 9.30am – 12.30pm (enclosed)
- d) Chamber of Commerce – Minutes of the Meeting held on the 7<sup>th</sup> July 2014 (enclosed),
- e) Tavistock Matters – Notes of the Meeting held on the 30<sup>th</sup> June 2014 (enclosed),
- f) Tavistock BID Company – Minutes of the Meeting held on the 17<sup>th</sup> July 2014 (enclosed)
- g) West Devon/Tavistock Consultative Liaison Group – Notes of the Meeting held on 11<sup>th</sup> June 2014 (enclosed)
- h) Connecting Devon & Somerset – Parish Briefing July 2014 (enclosed)
- i) Items for future Agendas – to make suggestions to the Borough Council regarding proposed Agenda items for future meetings of the :-
  - i. Southern Link Parishes Committee
  - ii. West Devon/Tavistock Consultative Group (next Meeting scheduled for 17<sup>th</sup> September 2014 at 4pm)
- j) Any update from or questions to Council representatives serving on other outside bodies in connection with the work of those bodies.

## **8. URGENT BUSINESS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

Matters which the Chairman decides are urgent and the reasons relating thereto.

## **9. 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 to consider that the press/public be excluded from the Meeting for the following item(s) of business

## **10. TAVISTOCK YOUTH CAFE**

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

To consider a request for financial assistance/underwriting (information has been requested and will follow on receipt).

**11. DEBTORS**

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

Councillors are reminded that if a matter has not been specified on the Agenda no formally binding decision can be taken on it.