



Tavistock Town Council

Working for the local community



QUALITY
TOWN
COUNCIL

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20th May 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 27th MAY, 2014** at **7:00pm** or upon the rising of the Properties Committee Meeting, whichever is the later.

Yours faithfully

Carl Hearn
Town Clerk

MEMBERSHIP OF THE COMMITTEE

Councillors D Eberlie, A Fleet, Mrs A Johnson, Mrs J Metcalf, J Moody, P Sanders, J Sheldon, H Smith D Whitcomb*

Chairman Properties Committee

*Note – the Chairman and Vice-Chairman will be appointed at the Special Meeting scheduled to be held on 20th May, 2014. The Mayor and Deputy Mayor serve upon the Committee ex-officio.

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 20th May 2014 as a correct record (To follow),
- 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 31st March and 30th April 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 31st March and 30th April 2014 (enclosed)
- c) **Internal Audit 2013-14** - to consider the report of the Council's Internal Auditor for the Financial Year 2012-2013 (to follow)
- d) **Members' Allowances** – update from West Devon Borough Council

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. ACCOUNTS AND ANNUAL RETURN FOR THE YEAR ENDING 31ST MARCH 2014

To consider the emerging Annual Return for Tavistock Town Council for the year ended 31st March, 2014, and year end accounts (copies enclosed). In particular the Committee will be aware that the Council is required to complete Section 2 of the Annual Return and it may therefore wish to make a recommendation accordingly.

NOTE – both these documents are to be formally considered and determined by Council at its Meeting on 3rd June 2014. Both your Accountant and Internal Auditor will be in attendance at that Meeting to present their reports and answer any questions arising.

- i) Tavistock Matters – Minutes of the Meeting held on 31st March, 2014 (enclosed),
- j) West Devon Borough Council Strategic Leisure Review – to report on any update received,
- k) National Association of Local Councils – Minutes of the Meeting of the Larger Councils Committee held on 21st January, 2014 (enclosed),
- l) Tavistock Museum – Minutes of the Meeting of the Trust held on 10th April, 2014 (enclosed),
- m) Tavistock Matters – Minutes of the Meeting held on 31st March, 2014 (enclosed),
- n) West Devon & Tavistock Consultative Group – Minutes of the Meeting held on 19th March, 2014 (enclosed)
- o) 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.
- p) Any update from or questions to Council representatives serving on other outside bodies in connection with the work of those bodies.

11. URGENT BUSINESS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN

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

12. 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

13. DEBTORS

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

Report enclosed

14. COMPLAINTS

(CONFIDENTIAL) by virtue of relating to the personal circumstances or characteristics of an individual(s))

Any update in respect of the above.

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

Should there be any matters which might require a more detailed response Members are requested to pass them to the Town Clerk in advance of the Meeting.

7. NEW ELECTORAL ARRANGEMENTS FOR WEST DEVON BOROUGH COUNCIL

To consider the Local Government Boundary Commission consultation in respect of the above (preamble and extract in respect of Tavistock enclosed). For more information and detailed maps please visit: <https://consultation.lgbce.org.uk/node/2228>

Note - a composite map is available for inspection in the Council Chamber

8. STAFF CONTRACT REVIEW

To consider the Minutes of the Meeting of the Sub-Committee convened in connection with the above and held on Wednesday 14th May, 2014 (enclosed)

9. REQUESTS/OTHER ITEMS REQUIRING A DECISION

To consider the following items requiring a decision:-

- a) **Tavistock Heritage Festival** – request to act as guarantor for up to £5,000 (Members are requested to bring the paperwork from the previous Meeting in order to inform determination of this matter). Note - enquiries indicate that the Council may, should it wish to do so, act as a guarantor through the medium of a grant.

10. ITEMS FOR INFORMATION

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

- a) Report of the Assistant to the Town Clerk (enclosed),
- b) To note that Unison has written to local authority employers advising that a trade dispute subsists between it and employers in respect of the proposed (1%) pay settlement 2014 and that a ballot regarding industrial action will be held.
- c) Professional Services
 - i. Council ICT – Update (oral)
 - ii. Council Legal Services – any update in relation to appointment of provider (oral)
- d) Townscape Heritage Initiative Update – to note final submission of THI Scheme to the Heritage Lottery Fund
- e) Chamber of Commerce – Minutes of the Meeting held on the 7th April 2014 (enclosed),
- f) Tavistock Town Team – Minutes of the Meeting held on 26th March, 2014 (enclosed),
- g) Tavistock Benchmarking Survey – Extract from WDBC Member Bulletin (enclosed),
- h) Tavistock BID – Minutes of the Meeting held on 24th April, 2014 (enclosed),