



Minutes of a meeting of the **West Devon Council** held on **Tuesday, 28th April, 2020** at **11.00 am** at the **Remote Meeting -Skype**

Present: **Councillors:**

Chairman Cllr Leech
Vice Chairman Cllr Mott

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|----------------|------------------|
| Cllr Bolton | Cllr Bridgewater |
| Cllr Cheadle | Cllr Crozier |
| Cllr Davies | Cllr Daniel |
| Cllr Edmonds | Cllr Ewings |
| Cllr Heyworth | Cllr Hipsey |
| Cllr Jory | Cllr Kemp |
| Cllr Kimber | Cllr Moody |
| Cllr Moyse | Cllr Musgrave |
| Cllr Pearce | Cllr Ratcliffe |
| Cllr Renders | Cllr Ridgers |
| Cllr Samuel | Cllr Sellis |
| Cllr Southcott | Cllr Spettigue |
| Cllr Vachon | Cllr Wood |
| Cllr Yelland | |

In attendance:

Officers:
Deputy Chief Executive
Monitoring Officer
Section 151 Officer
Senior Specialist – Democratic Services

74. **Minute's Silence - COVID-19**

The Mayor opened the meeting and advised that the Council would be observing the national minute's silence to remember those workers who have lost their lives because of Covid-19.

As a result, the Council proceeded to observe the minute's silence.

75. **Apologies for Absence**

Apologies for absence were received from Cllrs K Ball and A Coulson.

76. **Declarations of Interest**

The Mayor invited Members to declare any interests in the items of business to be considered during the course of the meeting but there were none made.

77. **To receive the Minutes of the following Committees, to note the delegated decisions and to consider the adoption of those Unstarred Minutes which require approval:**

a. Development Management and Licensing Committee – 4 February 2020

It was moved by Cllr J Yelland, seconded by Cllr T G Pearce and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that the Minutes of the 4 February 2020 meeting be received and noted".

b. Council Tax Setting Panel – 21 February 2020

It was moved by Cllr A F Leech, seconded by Cllr R Cheadle and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that the Minutes of the 21 February 2020 meeting be received and noted".

78. **2020/21 Capital Strategy, 2020/21 Treasury Management and 2020/21 Annual Investment Strategy**

The Council considered a report that sought approval of the proposed Capital Strategy, Investment Strategy and Treasury Management Strategy for 2020/21, together with their associated prudential indicators.

In discussion, Members were given assurances that there would be a number of formal and informal opportunities for Members to consider the Treasury Management Strategy and Budget Monitoring reports in the upcoming months.

It was then moved by Cllr C Edmonds, seconded by Cllr R Cheadle and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that:

1. approval be given to the 2020/21:
 - a. Capital Strategy (as attached at Appendix A of the presented agenda report);
 - b. Treasury Management Strategy (as attached at Appendix B of the presented agenda report); and
 - c. Investment Strategy (as attached at Appendix C of the presented agenda report); and

2. delegated authority be given to the Section 151 Officer, in consultation with the Leader of the Council and the lead Hub Committee Member for Finance, to make minor amendments to these Strategies if required throughout the 2020/21 Financial Year.”

79. **Pay Policy Statement and Pay and Reward Strategy 2020/21**

Members were presented with a report that proposed adoption of the Council’s Pay Policy Statement and Pay and Reward Strategy for 2020/21.

It was then moved by Cllr N Jory, seconded by Cllr L Samuel and upon being submitted to the Meeting was declared to be **CARRIED** and **“RESOLVED** that Council adopts the 2020/21:

1. Pay Policy Statement (as attached at Appendix A of the presented agenda report); and
2. Pay and Reward Strategy (as attached at Appendix B of the presented agenda report).”

80. **Pay and Display Review**

Members were presented with a report that presented the outcome of the Pay and Display Review.

In his introduction, the lead Hub Committee Member expressed the view that, such was the ongoing impact of the Covid-19 Crisis, that it would not be appropriate at the moment to make any decisions on the outcome of the Review. As a result and, at the appropriate time, the lead Member informed that he would be proposing an alternative motion that would seek to defer a decision on this matter.

In the ensuing debate, there was widespread support expressed for the comments made by the lead Member.

It was then moved by Cllr T G Pearce, seconded by Cllr C Edmonds and upon being submitted to the Meeting was declared to be **CARRIED** and **“RESOLVED** that the outcome of the Pay and Display Review be deferred to a future Council meeting for further consideration.”

81. **Annual Review of the Council Constitution**

The Council considered a report that summarised the annual review of the Council Constitution.

With regard to the adopted Member Meeting Calendar, it was confirmed that, in line with the Remote Meeting Procedure Rules that were adopted by the Council at its meeting on 21 April 2020 (Minute

CM 71 refers), a decision on the need for each scheduled meeting to still go ahead would be reviewed on a case by case basis.

It was then moved by Cllr C Edmonds, seconded by Cllr R Cheadle and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that

1. the changes made under paragraphs 2.1 and 2.2 of the presented agenda report be noted;
2. the Council agrees and formally adopts the amendments to the West Devon Borough Council Constitution (as summarised in paragraph 2.4 of the report and fully outlined at Appendix A of the presented agenda report); and
3. with immediate effect, the Constitution be adopted for the forthcoming year:
<https://www.westdevon.gov.uk/article/3691/Our-Constitution>"

82. **Grant Thornton External Audit Plan**

The Council considered the External Audit Plan produced by Grant Thornton that provided an overview of the planned scope and timing of the statutory audit.

During her introduction, the Section 151 Officer informed that Grant Thornton representatives had sent their apologies to this meeting. However, it was the intention of the representatives to present those reports that they had prepared to future Audit Committee meetings.

Members proceeded to pay tribute to the work of the Section 151 Officer and the Finance Community Of Practice for their tireless work in maintaining the Council's finances.

It was then moved by Cllr C Edmonds, seconded by Cllr M Davies and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that the contents of the Grant Thornton External Audit Plan be noted."

83. **Shared Services Methodology for 2019/20**

Consideration was given a report that outlined the methodology for the apportionment of costs (predominantly staffing costs) between the Council and South Hams District Council.

In response to a question, it was confirmed that the apportionment of costs specifically related to the Human Resources function had been adjusted during 2019/20 to take into account that South Hams District Council had outsourced its Waste Collection, Recycling and Cleansing Services.

It was then moved by Cllr C Edmonds, seconded by Cllr R Cheadle and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that the methodology of the shared services apportionment of costs between the Council and South Hams District

Council for 2019/20 (as attached at Appendix A of the presented agenda report) be noted.”

84. **Budget Book for 2020/21**

A report was considered that presented the Council Budget Book for 2020/21.

It was moved by Cllr C Edmonds, seconded by Cllr R Cheadle and upon being submitted to the Meeting was declared to be **CARRIED** and **“RESOLVED** that the content of the Budget Book for 2020/21 be noted.”

85. **2020/21 Internal Audit Plan**

Members considered a report that sought to approve the draft Internal Audit Plan for 2020/21.

It was moved by Cllr C Edmonds, seconded by Cllr R Cheadle and upon being submitted to the Meeting was declared to be **CARRIED** and **“RESOLVED** that:

1. the report be approved; and
2. the proposed Internal Audit Plan for 2020/21 (as set out at Appendix A of the presented agenda report) be approved.”

86. **Exclusion of Public and Press**

RESOLVED

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following items of business as the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Act is involved.

87. **Emergency Powers EXEMPT REPORT**

Consideration was given to a Part 2 report that advised of an urgent decision that had been taken by the Deputy Chief Executive.

In discussion, Members acknowledged that the situation was an incredibly difficult matter but support was expressed for the urgent decision that had been taken.

It was then moved by Cllr N Jory, seconded by Cllr L Samuel and upon being submitted to the Meeting was declared to be **CARRIED** and **“RESOLVED** that the urgent action that had been taken by the Deputy Chief Executive as set out in paragraph 2.5 of the presented agenda report be noted.”

88. **Mayor's Concluding Remarks**

In closing this remote meeting, the Mayor wished to put on record his particular gratitude to the Housing, Revenue and Benefits Community Of Practice Lead and her team for all their hard work during this Crisis.

The Meeting concluded at 2.25 pm

Signed by:

Chairman
