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West Devon
Borough
Council

WEST DEVON COUNCIL - TUESDAY, 15TH MAY, 2012

Agenda, Reports and Minutes for the meeting

Agenda No Item

1. **Summons Letter** (Pages 1 - 6)

2. **Reports**

Reports to Council:

- a) Item 18 - To receive the appointments from the Political Groups of the Members they have selected to serve on the Committees (Pages 7 - 8)
- b) Item 19 - To appoint the Chairman and Vice-Chairman to the Committees of the Council (Pages 9 - 10)
- c) Item 20 - To appoint representatives to the list of Outside Bodies for the ensuing year (Pages 11 - 16)
- d) Item 21 - To appoint representatives to the list of Other Groups for the ensuing year (Pages 17 - 18)
- e) Item 22 - To receive the report of the Deputy Monitoring Officer on the review of Members' allowances (Pages 19 - 22)
- f) Item 23 - To receive the report of the Regeneration Officer on a request for match funding for the Tavistock Townscape Heritage Initiative Bid 2012 (Pages 23 - 28)

3. **Minutes** (Pages 29 - 42)

15 May 2012 – Annual Meeting

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Cllr M Benson has proposed the following motion:

“This Council proposes to rename the Upper Lettable Unit The Dartmoor Suite.”

11. To answer any questions submitted by Members under Council Procedure Rule 21
12. To receive the Minutes of the following Committee, to note the delegated decisions and to consider the adoption of those Minutes which require approval

(i) Audit Committee

Meeting held on 3rd April 2012

6

Unstarred Minutes to agree

Members are recommended to agree:

AC 24 Joint Corporate Risk Policy and Strategic Risk Assessment

The Joint Risk Management Policy be adopted.

AC 27 Internal Audit – Plan for 2012/2013

The Internal Audit Plan for 2012/2013 be approved and adopted as presented.

AC 28 Progress Against the 2011/12 Internal Audit Plan

The report and the content of the three presented appendices, A, B and C, be noted.

(ii) Environment & Community Committee

Special Meeting held on 1st May 2012

9

Unstarred Minute to agree

Members are recommended to agree:

E&C 34 Economy Review

- (a) Committee Service Type and Level
 - Premises and Sites – Medium level service
 - Engaging Businesses – Medium level service
 - Maximising Funding Opportunities – Medium level service
 - Developing Sectors and Supply Chains – Medium Service
 - Workforce Development – Basic level Service with the addition of using Council networks to promote placements
 - Business Support and Advice – Medium level service
 - Community Led Planning – Medium level service
 - Strategic working – Medium level service
 - Research and Intelligence – Basic level service
- (b) a contingency of up to £25,000 for the economy service be used if necessary; and
- (c) a Member Champion be appointed for “Business”.

(iii) Planning & Licensing Committee

Meeting held on 24th April 2012

11

13. To agree the payment of the Mayor's and the Deputy Mayor's allowance for the municipal year 2012/2013 – see Agendum 22 below
14. To appoint a Leader and Deputy Leader of the Council for the ensuing year
15. To agree the payment of the Leader's allowance and the Deputy Leader's allowance for the municipal year 2012/2013 – see Agendum 22 below
16. To report on the composition of political groups
17. To approve the Committee Structure for the coming year:

Audit	3 Members
Community Services	10 Members
Overview & Scrutiny	10 Members
Planning & Licensing	10 Members
Resources	11 Members
Standards	7 Members
	(3 West Devon
	2 Independent
	2 Parish Council)

with all of the Borough Council Member appointments to the above Committees being politically balanced and with every Member sitting on either the Resources or Community Services or Overview and Scrutiny Committees.

18. To receive the appointments from the Political Groups of the Members they have selected to serve on the Committees. To appoint the requisite number of Members from the Members of the Council who at the date of this meeting are not members of a Political Group.
19. To appoint the Chairman and Vice-Chairman to the Committees of the Council
20. To appoint representatives to the list of Outside Bodies for the ensuing year
To follow
21. To appoint representatives to the list of Other Groups for the ensuing year
To follow
22. To receive the report of the Deputy Monitoring Officer on the review of Members' allowances
19
23. To receive the report of the Regeneration Officer on a request for match funding for the Tavistock Townscape Heritage Initiative Bid 2012.
To follow
24. To order the affixing of the Common Seal for the ensuing year in that the Mayor and the Chief Executive (or deputies appointed by them) be authorised to witness the fixing of the seal on any documents.

For the information of Members, a list of documents sealed by the Council and witnessed by The Mayor and the Chief Executive during the period 30th March 2012 to 7th April 2012 is attached.

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PART TWO – ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF THE PUBLIC AND PRESS ON THE GROUNDS THAT EXEMPT INFORMATION MAY BE DISCLOSED (if any).

If any, Council is recommended to pass the following resolution:

“RESOLVED that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting on the grounds that exempt information may be disclosed as defined in Part I of Schedule 12(A) to the Act.”

Dated this 4th day of May 2012



Chief Executive

NOTES:

1. Procedural Notes for all items relating to appointments will be circulated prior to the meeting.
2. Members are reminded that there will be an Extraordinary Meeting of Council at 3.00 pm this afternoon.

West Devon Borough Council Members' Code of Conduct

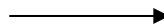
Declarations of interest

If you are in any doubt about what to do, please seek advice

Do you have an interest in any item?



Is it a **Personal** interest?



A **Personal** interest is one that:

- you should include on your Register of Interests or
- where well-being or financial position of you, members of your family or someone with whom you have a close association is likely to be affected by the interest more than it affects:
- majority of inhabitants of the ward or electoral division affected by the decision, or
- inhabitants of the Council's area

If you have a **Personal** interest you must **declare** it (and **the nature of the Interest**) at the meeting before the matter is discussed or as soon as you become aware of it, unless an exemption applies (see over page).



If you have a **Personal** interest you may still take part in the meeting and vote **unless** the interest is also **Prejudicial**. A **Prejudicial** interest is a matter for you to decide.



Do you have **Prejudicial** interest?



Your personal interest will also be **prejudicial** if all these conditions are met:

- Matter is not **exempt** (see over page)
- Matter affects your financial interests or relates to a **licensing or regulatory** matter, and
- a member of the public, who knows the relevant facts, would **reasonably think that your personal interest is so significant** that it is likely to prejudice your judgement of the public interest.

If you have a **Prejudicial** interest you must **declare** it (and the **nature** of the interest) as soon as it becomes apparent to you, and **withdraw** from the room where the meeting is being held (unless you are allowed to make representations – see over page).



West Devon Borough Council Members' Code of Conduct (see part 5 of the Constitution)

Personal Interests - You will have a **personal interest** in a matter if:

- anything that you should have mentioned in your Register and/or
- the well-being or financial position of you, members of your family, or people with whom you have a close association

is likely to be affected by the business of the Council more than it would affect the **majority of the inhabitants** of the ward or electoral division affected by the decision, or the inhabitants of the Council's area.

Exemption - An exemption applies where your **personal interest** arises solely from your membership (or position of control/management) on any body to which you were appointed/nominated by the Council or any other body exercising functions of a public nature. In such cases (unless you have a prejudicial interest) you only need to declare your interest if and when you speak on a matter.

Personal Interests include:

- Your membership/position of control/management in bodies to which the Council appointed/nominated you, or any bodies exercising functions of a public nature, directed to charitable purposes or whose principal purposes include influence of public opinion or policy, including any political party or trade union;
- Your job(s) or business(es), and the name of your employer;
- Name of any person who has made a payment towards your election expenses or expenses you have incurred in carrying out your duties;
- The name of any person, company/other body which has a place of business/land in the Council's area and in which you have a share of more than £25,000/stake of more than 1/100th of the share capital of the company;
- Any contracts with the Council between you, your firm or a company (of which you are a paid director) for goods, services or works.
- Any gift/hospitality estimated to > £25 and the name of the person who gave it to you;
- Any land/property in the Council's area in which you have a beneficial interest (or a licence to occupy) including the land and house you live in, any allotments you own or use.

Definitions

- "**Well-being**" - condition of happiness and contentedness. Anything that could affect your quality of life, either positively or negatively, is likely to affect your well-being.
- "**Member of your family**" means a partner (i.e. your spouse/civil partner/someone you live with in a similar capacity), parent/parent-in-law, son/daughter, step-son/step-daughter, child of partner, brother/sister, grandparent/grandchild, uncle/aunt, nephew/niece, or the partners of any of these persons.
- Person with whom you have a "**close association**" means someone with whom you are in close regular contact over a period of time who is more than an acquaintance. It is someone a reasonable member of the public might think you would be prepared to favour/ disadvantage when discussing a matter which affects them. It may be a friend, a colleague, a business associate or someone you know through general social contacts.

Prejudicial Interests - your personal interest will also be **prejudicial** if you meet conditions set out overleaf.

Exempt categories - you will **not** have a **Prejudicial** interest in a matter if it relates to:

(a) any **tenancy/lease** you hold with the Council (unless relating to your particular tenancy/lease); (b) **Schools** (meals/transport/travelling expenses): if parent/guardian of child in full time education or parent governor (unless relating to the school your child attends); (c) if you are receiving/entitled to **statutory sick pay**; (d) An **allowance/payment/indemnity** for members; (e) ceremonial honour given to members and (f) setting the council tax or precept.

Making representations - if you have a **Prejudicial** interest, you must declare that you have an interest and the nature of that interest as soon as the interest becomes apparent. You should leave the room unless members of the public are allowed to make representations, give evidence, or answer questions about the matter. If that is the case, then you can also attend the meeting for that purpose. However you must leave the room immediately you have finished and you cannot take part in the debate or vote.

Sensitive information

You may be exempt from having to declare sensitive information on your Register of interests in which case, although you must declare that you have an interest, you don't have to give any details about that interest on the register or to the meeting (please speak to the Monitoring Officer about this first).

Revised May 2007.

A. Audit Committee

Cllr Mr J B Moody
Cllr Mrs D K A Sellis
Cllr Mr D M Wilde

Substitutes:

Cllr Mr M E Morse
Cllr Mrs A Clish-Green
Cllr (Independent)

B. Community Services Committee

Cllr K Ball
Cllr Mr M J R Benson
Cllr Mrs M V L Ewings
Cllr Mr A F Leech
Cllr Mr N Morgan
Cllr Mr M E Morse
Cllr Miss D E Moyse
Cllr Mr R J Oxborough
Cllr R F D Sampson
Cllr Mr D M Wilde or Mrs A Clish-Green

C. Dartmoor National Park

Cllr Mr L J G Hockridge
Cllr Miss D E Moyse
Cllr Mrs L B Rose

D. Overview and Scrutiny Committee

Cllr Mrs S C Bailey
Cllr Mr D W Cloke
Cllr Mrs C Hall
Cllr Mr L J G Hockridge
Cllr Mr D M Horn
Cllr Mr J B Moody
Cllr Mrs D K A Sellis
Cllr Mr D Whitcomb
Cllr Mr D M Wilde or Mrs A Clish-Green
One Vacancy

E. Planning and Licensing Committee

Cllr Mrs S C Bailey
Cllr Mr W G Cann OBE
Cllr Mrs C Hall
Cllr Mr L J G Hockridge
Cllr Mr D M Horn
Cllr Mrs C M Marsh
Cllr Mr T G Pearce
Cllr Mrs L B Rose
Cllr Mr D Whitcomb
Cllr Mr D M Wilde

Substitutes:

Cllr Mr R E Baldwin
Cllr Mrs A Clish-Green
Cllr Mrs M V L Ewings
Cllr Mr A F Leech
Cllr Mr J R McInnes
Cllr Miss D E Moyse
Cllr Mr P R Sanders

F. Resources Committee

Cllr Mr R E Baldwin
Cllr Mr W G Cann OBE
Cllr Mr T J Hill
Cllr Mrs C M Marsh
Cllr Mr J R McInnes
Cllr Mr C R Musgrave
Cllr Mr T G Pearce
Cllr Mr P J Ridgers
Cllr Mrs L B Rose
Cllr Mr P R Sanders
Cllr Mr E H Sherrell

G. Standards Committee

Cllr Mr A F Leech
Cllr Miss D E Moyse
One WDBC Vacancy

Mrs V Spence (Independent)
Once Independent Vacancy

Cllr Mrs W Eldridge (PC rep)
Cllr Mrs J Morgan (PC rep)

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Nominations for Chairman and Vice Chairman of Council Bodies for 2012/2013

A Audit Committee

Cllr Mrs D K A Sellis – Chairman

Cllr – Vice Chairman

B Community Services Committee

Cllr Mr R J Oxborough – Chairman

Cllr Mr R F D Sampson – Vice Chairman

C Overview and Scrutiny Committee

Cllr Mr D W Cloke – Chairman

Cllr Mrs S C Bailey – Vice Chairman

D Planning and Licensing Committee

Cllr Mrs C M Marsh – Chairman

Cllr Mrs L B Rose – Vice Chairman

E Resources Committee

Cllr Mr P R Sanders – Chairman

Cllr Mr R E Baldwin – Vice Chairman

F Standards Committee

Mrs V Spence – Chairman

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NAME OF COMMITTEE	COUNCIL
DATE	15 May 2012
REPORT TITLE	APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2012/13
Report of	Democratic Services Manager
WARDS AFFECTED	All

Summary of report:

To approve the Council's representation on Outside Bodies and appoint the appropriate representatives to serve on these Bodies

Financial implications:

There are no financial implications arising directly from this report.

RECOMMENDATIONS:

That the Council RESOLVES that:-

1. **The Council should be represented on the list of Outside Bodies (as attached at appendix A);**
2. **Appropriate representatives be appointed as this Council's appointments to those Bodies for the 2012/13 Municipal Year and that for the purposes of Members' Allowances, attendance at meetings of these Bodies be regarded as an approved duty; and**
3. **Members appointed to Outside Bodies provide regular feedback and consultation on issues affecting the Bodies concerned.**

Officer contact:

Darryl White, Democratic Services Manager, Email: darryl.white@southhams.gov.uk

1. BACKGROUND

- 1.1 The Council makes appointments to a large number of Outside Bodies.
- 1.2 Some Members will recall that this list is subject to ongoing review and the current list is attached at Appendix A.

- 1.3 In previous years, the appointments to Outside Bodies have been somewhat ad hoc and the responsibility of a combination of Council and the three Committees. With the new Committee Structure in place, it is now felt to be an opportune time to bring each of these appointments together for consideration at the Annual Council meeting.

2. ISSUES FOR CONSIDERATION

Providing Feedback to the Wider Membership

- 2.1 Since Members are appointed to represent the Outside Bodies on behalf of the Council, they are encouraged to report back on the work of the body and highlight issues of interest to the Council. With the establishment of the Members' Bulletin, Members are therefore asked to provide feedback to the wider membership via this publication.
- 2.2 Moreover, Members are reminded that appointment to Outside Bodies includes:
- a commitment to provide regular feedback on issues raised at such Bodies;
 - consultation with other Members and relevant officers on issues coming up before the Bodies; and
 - briefing / debriefing relevant officers as soon as possible after becoming aware of issues which may be of interest to the Council.
- 2.3 These requirements will help the Council in assessing whether continued membership of those Bodies remains in line with the Council's agreed Corporate Priorities.

Conflicts of Interest

- 2.4 With some of the organisations concerned, conflicts of interests due to Council representation can arise. In such cases, Members should be aware that, even though they may be the Council's representative, the first legal duty is to act in the best interests of that Outside Body when participating in the affairs of that organisation. Fortunately, commonality of interests is a more frequent situation than circumstances of conflicts of interests, but if situations do arise which may put the Council or the Member in a difficult situation advice should be sought from the Monitoring Officer.
- 2.5. Any Member serving on an Outside Body should seek advice at an early stage from that organisation as to the duties and liabilities of Members. The extent of any liability (and insurance) will depend on the nature of the organisation (e.g. is the organisation a company limited by guarantee or is it unincorporated? Am I acting as a trustee or as a Director?). If clarity of advice cannot be offered by that outside body the advice of the Monitoring Officer should be sought. Fortunately, mishaps are few and far between but Members do need to be clear as to both their responsibilities and liabilities.
- 2.6. When acting for an Outside Body, the Member is not acting for the Council as the outside organisation will invariably have a legal status independent of the Council. If the outside organisation has a Code of Conduct, it is that Code which

will apply; otherwise the Member should observe this Authority's adopted Code of Conduct.

- 2.7 Members are also reminded of their obligations regarding the Register of Interests. Amongst other things, the register should show membership of, or position of general control or management in organisations where a Member represents his/her authority.

3. RISK MANAGEMENT

The Risk Management implications are shown at the end of this report in the Strategic Risks Template.

Corporate priorities engaged:	In some form or another, this report is linked to all of the Council Corporate Priorities
Statutory powers:	Local Government Act 2000.
Considerations of equality and human rights:	None directly related to this report.
Biodiversity considerations:	None directly related to this report.
Sustainability considerations:	None directly related to this report
Crime and disorder implications:	None directly related to this report.
Background papers:	Council Constitution.
Appendices attached:	A. List of Outside Bodies

STRATEGIC RISKS TEMPLATE

No	Risk Title	Risk/Opportunity Description	Inherent risk status				Mitigating & Management actions	Ownership
			Impact of negative outcome	Chance of negative outcome	Risk score and direction of travel			
1	Conflicts of interest.	Members may find themselves in positions where interests conflict potentially damaging their own and the Council's reputation.	2	2	4	↔	By seeking early advice of the Monitoring Officer.	Members

Direction of travel symbols ↓ ↑ ↔

REPRESENTATIVES ON OUTSIDE BODIES 2011/12

1. **Cornwall and West Devon Mining Landscape World Heritage Site Partnership**
Cllr Mr M J R Benson
2. **County Locality Committee**
Cllrs Mr K Ball and Mr R F D Sampson
3. **Dartmoor National Park – Joint Advisory Committee on Housing**
Cllrs Mrs M V L Ewings and *a Minority Groups Vacancy*
4. **Dartmoor Partnership Limited**
Cllr Mrs L B Rose
5. **Devon Authorities Waste Reduction & Recycling Committee**
Minority Group Vacancy and Conservative Group Member as a Substitute
6. **Devon Building Control Partnership**
Cllrs D Whitcomb and *a Minority Groups Vacancy*
7. **Devon Districts Forum**
Leader of Council
8. **District Councils' Network**
Leader of Council
9. **Highways & Traffic Orders Committee**
Cllrs M J R Benson and A F Leech
10. **Joint Local Strategic Partnership – Elected Member Board**
Leader and Deputy Leader of Council
11. **Local Action for Greater Dartmouth (LEAF)**
Cllr T G Pearce
12. **Local Government Association General Assembly**
Leader of Council
13. **Local Government Conference**
Leader and Deputy Leader
14. **PATROL Adjudication Joint Committee**
Member Champion for Highways and Transport Infrastructure.
15. **Police and Crime Commissioners Scrutiny Panel**
One Vacancy
16. **Rural Commission**
Cllr Miss D E Moyse
17. **South Devon and Dartmoor Community Safety Partnership**
Cllr Mrs M V L Ewings

- 18. South West Councils Employers Panel**
Leader of Council
- 19. South West Councils**
Leader of Council
- 20. SPARSE Rural**
Chairman of Resources Committee (and Vice-Chairman as Substitute)
- 21. Tamar Estuary Consultative Forum**
Cllr Mr M J R Benson
- 22. Tamar Valley AONB Partnership**
Cllr Mr M J R Benson (voting capacity) and Cllr C R Musgrave (in a non-voting capacity)
- 23. Tavistock College Endowment Fund Trustees**
One Vacancy
- 24. Tavistock Townscape Heritage Partnership**
Cllr Mr P R Sanders
- 25. West Devon Citizens Advice Bureau**
Cllr Mrs L B Rose

Appointment of Other Groups 2012/2013

(a) Joint Rural Broadband Working Group

Cllr Mrs A Clish-Green
Cllr Mr D W Cloke
Vacancy
Vacancy

(b) Shared Services Joint Steering Group

Leader of Council
Deputy Leader of Council
Leader of the Second Largest Political Group

(c) Joint Member Development Steering Group

Cllr Mr K Ball
Cllr Mrs M V L Ewings
Vacancy
Vacancy

(d) Okehampton Consultative Liaison Group

Cllr Mr A F Leech

(e) Tavistock Consultative Liaison Group

Vacancy

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NAME OF COMMITTEE	Council
DATE	15 May 2012
REPORT TITLE	Report of the Independent Remuneration Panel on the Members' Allowance Scheme
Report of	Deputy Monitoring Officer
WARDS AFFECTED	All

Summary of report:

To advise Members of the Recommendations from the Independent Remuneration Panel's Review of the Members' Allowances Scheme.

Financial implications:

The Independent Remuneration Panel has not recommended any increase in the Members' Allowances budget save for a £200 uplift per councillor in the Basic Allowance as a contribution to Members' personal IT costs.

RECOMMENDATIONS:

1. That the Council considers the Recommendations of the Independent Remuneration Panel on the Members' Allowances Scheme (attached as Appendix A);
2. That the Monitoring Officer amends the Members' Allowance Scheme in the Constitution according to Members' decision

Officer contact:

Catherine Bowen, Deputy Monitoring Officer

Phone: 01822 813666

Email: cbowen@westdevon.gov.uk

1. BACKGROUND

- 1.1 The West Devon Independent Remuneration Panel ('the Panel') was instructed in February 2012 to review the Council's Members' Allowances Scheme.

- 1.2 The Panel was asked to consider the Basic Allowance, Special Responsibility Allowances (SRA) and Carers' Allowance in the light of the changes which have occurred in the Council since 2008.
- 1.3 The Panel was also asked to review the exception to the rule 'no more than one SRA per councillor' which was adopted in the light of the particular circumstances of the previous council.
- 1.4 The Panel was not asked to consider travel and subsistence as this is calculated in accordance with the rates set by the National Joint Council. The Panel has not considered the Standards Committee allowances due to the forthcoming changes to the Standards regime later this year.

2. ISSUES FOR CONSIDERATION

- 2.1 In summary, the Panel's recommendations are:
 - The Basic Allowance should be increased by £200 and rounded to £4,300 as a contribution to Members' personal IT costs
 - The revised range of SRA's should be introduced (as set out in the table to the recommendations)
 - That members be restricted to one SRA
 - The allowances be updated each year in line with the Consumer Price Index once employees' salaries are no longer frozen
 - The Carers' Allowance remains unchanged
- 2.2 It is likely that a further, shorter review will be necessary later in the year after the new Committee system has been operating, and the new Leader and member appointments made at the Annual Meeting.
- 2.3 The Panel has also recommended that new members are progressively introduced to the Panel to replace existing members over a period of time.

3. LEGAL IMPLICATIONS

- 3.1 The Council must adopt a Scheme of Members' Allowances in accordance with the Local Government Act 2000 and the Local Authorities (Members' Allowances) (England) Regulations 2003.
- 3.2 Where any change is required to the Members' Allowance Scheme, the Council must ask the Panel to consider the issues and make recommendations to the Council.
- 3.3 The 2003 Regulations require the Council to '**have regard**' to the recommendations made by the Panel, but the Council does not have to adopt the recommendations if it had good reasons

3.4 The power to consider the Panel's Recommendations is reserved to the Council under the Delegation Scheme (set out in Part 3 of the Constitution).

4. FINANCIAL IMPLICATIONS

4.1 The Panel has not recommended any increase in the Members' Allowances budget save for a £200 uplift per councillor in the Basic Allowance as a contribution to Members' personal IT costs. This would equate to approximately £6,358 in the overall allowances annual budget but will be offset from the savings by the Council no longer providing IT equipment to councillors.

4.2 It has further recommended that the allowances are increased in line with the Consumer Price Index but only once employees' salaries are increased in the future.

5. RISK MANAGEMENT

5.1 The Risk Management implications are shown at the end of this report in the Strategic Risks Template.

6. OTHER CONSIDERATIONS

Corporate priorities engaged:	All
Statutory powers:	Local Authorities (Members' Allowances) (England) Regulations 2003
Considerations of equality and human rights:	Not relevant to this report
Biodiversity considerations:	Not applicable
Sustainability considerations:	Not applicable
Crime and disorder implications:	Nor applicable
Background papers:	West Devon Members' Allowance Scheme
Appendices attached:	Appendix A: Independent Remuneration Panel Report dated 27 April 2012

STRATEGIC RISKS TEMPLATE

No	Risk Title	Risk/Opportunity Description	Inherent risk status				Mitigating & Management actions	Ownership
			Impact of negative outcome	Chance of negative outcome	Risk score and direction of travel			
		To review the Members' allowance Scheme to ensure that it properly reflects current roles and responsibilities	2	2	4	↔	Ensure that the Allowance Scheme is reviewed regularly	Members Monitoring Officer

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Direction of travel symbols ↓ ↑ ↔

NAME OF COMMITTEE	Council
DATE	15 May 2012
REPORT TITLE	Tavistock Townscape Heritage Initiative Bid 2012
REPORT OF	Regeneration Officer
WARDS AFFECTED	Tavistock Wards

SUMMARY OF REPORT:

The report outlines the opportunity for the Borough Council to join with the Tavistock Town Council and other partners to support a bid to the Heritage Lottery for grant funding towards a Townscape Heritage Initiative Project.

FINANCIAL IMPLICATIONS:

Up to £5,000 is required to match the Tavistock Town Council's offer of support to assist with the formulation of a stage 1 bid. Within Earmarked Reserves there is currently a balance of £83,621 remaining of LABGI money (Local Authority Business Growth Incentive) money, of which £70,000 has already been approved for the Tamar Valley Mining Heritage Site Project. This leaves an uncommitted balance of £13,000 which the required £5,000 could be financed from.

RECOMMENDATIONS:

1. That up to £5,000 is set aside from the Local Authority Business Growth Incentive Earmarked Reserve to match the Tavistock Town Council's contribution towards the formulation of a bid to the Heritage Lottery under their Townscape Heritage programme.
2. That the Council agrees to act as the Accountable Body, if it is an essential requirement for a valid bid.

OFFICER CONTACT:

Robert Plumb, Regeneration Officer - rplumb@westdevon.gov.uk (01822 813620)

1. BACKGROUND

- 1.1 In 2008 the Borough Council led an unsuccessful bid submission to the Heritage Lottery Fund (HLF) for up to £2 million to support a Townscape Heritage Initiative (THI) programme in Tavistock. The bid was supported by the regional HLF committee and commended by the HLF Trustees, but it was not as competitive as other bids which had been submitted.

- 1.2 A further attempt to mount a bid was made in the following year but insufficient local match funding was forthcoming and the bid was never submitted.
- 1.3 Discussions have continued with the HLF Regional office and they are now keen for Tavistock to make a further bid, in particular since we are now in the post Olympics era where external funding opportunities may be more flexible and Tavistock is raising its profile with moves to become a Key Centre for the Cornwall and West Devon Mining Landscape World Heritage Site.
- 1.4 Discussions on making a further bid have continued through the Tavistock Townscape Heritage Partnership (TTHP) and more recently the Town Council have agreed to support a bid and are prepared to set aside up to £5,000 to support the submission.

2. ISSUES FOR CONSIDERATION

- 2.1 It will be necessary to prepare a convincing case to the HLF for funding support. The THI is a regeneration programme and hence there is a need to submit a regeneration strategy with an action plan which is developed within a clear set of priorities for the town. There is also a requirement to assess the repairs and improvements that are needed to key historic buildings as part of the bid.
- 2.2 The Borough Council and local partners have limited capacity and expertise to carry out this work. Therefore external support will be required. The estimated cost of that support is up to £10,000.
- 2.3 It is anticipated that a successful bid is likely to result in a request to the Council to act as the Accountable Body for the external funding. At this stage it is difficult to identify the level of additional work or cost that may fall to the Accountable Body from this project. Generally project management costs can be predominantly funded as part of the cost of the overall programme. These issues are currently being discussed with HLF and an update will be provided at the Council meeting. Officers are also investigating whether other partners could act as the Accountable Body (such as Tavistock Town Council).
- 2.4 Whilst there is a requirement for initial investment of £5,000 as a partner contribution to the preparation of the bid, and potentially becoming the Accountable Body if the bid is successful, this needs to be set against the potential benefits for the town, which include:-
 - Up to £1.2 million of investment comprising up to £1million in grant and approximately £200,000 generated locally, particularly from owners of buildings that will benefit from the grant.
 - Key historic buildings in the town, including the Pannier Market and the Police Station/Guildhall, will be upgraded and repaired.
 - Reinforcement of Tavistock's status as a Key Centre for the World Heritage Site.

- Reinforcement of Tavistock's commercial centre and its attraction as an important tourist destination.
- Potential safeguarding and creation of local jobs.
- The opportunity to align the submission with the objectives of Tavistock Town Centre BID to improve the vitality and viability of the town.
- The opportunity for the Borough Council and the Town Council to further develop the commitment to work together in the interests of the town.

2.5 If Council approves the proposal to fund up to £5,000 to prepare the submission, the indicative timescale for the project roll out is as follows:

- May – in principle agreement by local partners including the setting aside of funds to support the bid (approximately £10,000);
- Late May – West Devon Borough Council to commission a consultant to quantify the cost of repairs to key buildings and assist in drafting a regeneration strategy;
- June/July – outline proposal produced for consultation with key stakeholders including Heritage Lottery Fund and English Heritage;
- August/September – in principle funding commitments and public consultation on draft strategy;
- September/October – draft and sign off bid document;
- October – Stage 1 bid submission;
- November 2012 – Heritage Lottery Fund assessment including accompanied site visits;
- March/April – Stage 1 approval sought;
- Subject to approval – April 2014 Stage 2 non-competitive proposals submitted (with firm match funding commitments in place);
- Autumn 2014 – scheme begins and funding begins to be drawn down; and
- Autumn 2019 - scheme ends.

3. LEGAL IMPLICATIONS

3.1 Under section 2 of the Local Government Act 2000 the Council has power to promote the economic, social and environmental well-being of its area.

3.2 The report is being brought to Council so that Members are aware of the future implications for the Council in making this bid.

4. FINANCIAL IMPLICATIONS

4.1 Up to £5,000 is required to match the Tavistock Town Council's offer of support to assist with the formulation of a stage 1 bid. Within Earmarked Reserves there is currently a balance of £83,621 remaining of LABGI money (Local Authority Business Growth Incentive) money, of which £70,000 has already been approved for the Tamar Valley Mining Heritage Site Project. This leaves an uncommitted balance of £13,000 which the required £5,000 could be financed from.

- 4.2 The Accountable Body generally takes responsibility for the legal and financial management of the grant disbursed to the project. As the organisation receiving the funding, the accountable body is therefore responsible for putting in place an audit trail, overseeing contract management with suppliers and ensuring that the project has sufficient cash flow.
- 4.3 It is the Accountable Body's role to ensure that proper and effective Governance is in place, overseeing the allocation and spend of external funding streams.
- 4.4 If the Council undertook the role of the Accountable Body, it would need to put appropriate safeguards in place to ensure that if the project incurred any project overspends, that this cost overrun did not solely fall on the Borough Council to finance. For example, sufficient project contingency amounts should be included within the overall project finances at the inception of the project.

5. RISK MANAGEMENT

- 5.1 The risk management implications are as set out in the Appendix attached to this report.

6. OTHER CONSIDERATIONS

Corporate priorities engaged:	Economy, Environment and Community Life
Statutory powers:	Section 2 of the Local Government Act 2000
Considerations of equality and human rights:	N/A
Biodiversity considerations:	N/A
Sustainability considerations:	The proposal will help to support a sustainable economic future for the town and protect its heritage
Crime and disorder implications:	N/A
Background papers:	Report to Council - 15 April 2008 (CM118)
Appendices attached:	Strategic Risk Assessment

7. CONCLUSIONS

- 7.1 A Townscape Heritage Initiative Scheme represents an opportunity to support the viability of the town centre and promote the preservation of its historic built environment. A key partner in the bid will be Tavistock Town Council, particularly as a successful bid will support the maintenance of the Town Council's historic buildings stock. It is anticipated that the Town Council will also allocate £5,000 to fund the preparatory work for the bid and work closely with the Borough Council in the development of the proposal.
- 7.2 It is acknowledged that there will be aspects of the proposal where Members may need further information as the preparatory work is undertaken. However, officers have concluded that the opportunity for delivering a major investment within the town is worthy of further investigation. The provision of £5,000 will enable the development of the bid.

STRATEGIC RISK ASSESSMENT

No	Risk Title	Risk/Opportunity Description	Inherent risk status			Mitigating & Management actions	Ownership	
			Impact of negative outcome	Chance of negative outcome	Risk score and direction of travel			
1	Partnership Working	<p>Opportunity for the Borough and Town Councils to work together to support the viability and vitality of the town centre.</p> <p>A successful bid may require the Council to act as the Accountable Body.</p>	4	2	8	↔	<p>Develop the bid in consultation with key stakeholders.</p> <p>Establishment of an internal project team to minimise the risk to the Council of undertaking this enabling role.</p>	<p>Regeneration Officer</p> <p>Corporate Director</p>
2	Initial investment and preparatory work undertaken but bid is unsuccessful	A risk of wasted resources. A THI scheme was submitted by the Council in 2008 which was not successful and consideration was given to resubmitting a bid in 2009, although a submission was not made.	2	3	6	↔	<p>On-going liaison with HLF and other stakeholders. Initial informal discussions have led officers to believe that a bid for Tavistock would be welcomed in principle, provided the submission is focused and for a grant of less than £1m.</p> <p>Engagement with partners and interested bodies through the existing stakeholder project team.</p>	<p>Regeneration Officer</p> <p>Regeneration Officer</p>
3	Officer capacity in view of other work pressures, as well as the capacity of partners	There is a need to develop both a regeneration plan and undertake an assessment of the condition of key historic buildings to support the bid. These actions need to be prioritised against other work pressures	4	2	8	↔	<p>Procurement of external support to develop the proposal and submit the bid, in order to increase the capacity of partners.</p>	<p>Regeneration Officer</p>

Risk Score 20-25: very high; 12-19: high; 8-12; medium; <8: low

Direction of travel symbols ↓ ↑ ↔

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Agenda Item 3

At the Annual Meeting of the **WEST DEVON BOROUGH COUNCIL** held in the **COUNCIL CHAMBER, KILWORTHY PARK, TAVISTOCK** on **TUESDAY** the **15TH** day of **MAY 2012** at **11.00am** pursuant to Notice given and Summons duly served.

Present Mr D M Horn – The Mayor (In the Chair)

Mrs S C Bailey	Mr R E Baldwin
Mr K Ball	Mr M J R Benson
Mr W G Cann	Mrs A Clish-Green
Mr D W Cloke	Mrs M V L Ewings
Mrs C Hall	Mr T J Hill
Mr L J G Hockridge	Mr A F Leech
Mrs C M Marsh	Mr J R McInnes
Mr J B Moody	Mr N Morgan
Mr M E Morse	Miss D E Moyse
Mr C R Musgrave	Mr R J Oxborough
Mr T G Pearce	Cllr Mrs L B Rose
Mr R F D Sampson	Mr P R Sanders
Mrs D K A Sellis	Mr E H Sherrell
Mr D Whitcomb	

Chief Executive
Corporate Director (AR)
Corporate Director (TW)
Head of Corporate Services
Deputy Monitoring Officer
Democratic Services Manager
Communications Manager
Regeneration Officer

CM 1 APPOINTMENT OF MAYOR

Councillor Mr R F D Sampson moved the appointment of Councillor Mr C R Musgrave as Mayor for the ensuing year and Councillor Mrs A Clish-Green seconded the motion.

No other nominations were received and upon the motion being submitted to the meeting, it was declared to be **CARRIED** and **“RESOLVED** that Councillor Mr C R Musgrave be appointed Mayor for the ensuing year”.

The retiring Mayor and newly elected Mayor left the Council Chamber so that Councillor Mr C R Musgrave could be invested with the civic regalia. The retiring Mayoress, Mrs Horn, also invested Mrs Musgrave with the Mayoress' Badge of Office.

Upon returning to the Council Chamber, the newly elected Mayor, Councillor Mr C R Musgrave, made the declaration of Acceptance of Office, signed the Register and addressed the Council.

Councillor Mr C R Musgrave then chaired the rest of the meeting.

Councillor Mr J R McInnes proposed a vote of thanks to the retiring Mayor. The proposition was seconded by Councillor Mr R F D Sampson.

Councillor Mr C R Musgrave then invested Councillor Mr D M Horn and Mrs Horn with the Past Mayor's and Past Mayoress's Medallions.

The retiring Mayor, Councillor Mr D M Horn, addressed the meeting.

CM 2 APPOINTMENT OF DEPUTY MAYOR

The Mayor called for nominations for the position of Deputy Mayor.

One nomination was received as follows:

Councillor Mr W G Cann OBE	proposed:	Cllr Mr L J G Hockridge
	seconded:	Cllr Mrs A Clish-Green

There being no other nominations it was declared to be **CARRIED** and **"RESOLVED** that Councillor Mr W G Cann be appointed as Deputy Mayor for the ensuing year".

The Deputy Mayor then made the Declaration of Acceptance of Office and signed the register and the Mayor invested Councillor Mr W G Cann with the Deputy Mayor's Insignia. Councillor Mr W G Cann then addressed the Council.

CM 3 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mr P J Ridgers and Mr D M Wilde.

CM 4 DECLARATION OF INTEREST

1. Cllr Mr N Morgan in Item 17 (To approve the Committee structure for the coming year) – prejudicial as his wife was a parish/town council representative on the Committee and he did not take part in the vote on this specific item.
2. Cllr Mrs D K A Sellis in Item 23 (Tavistock Townscape Heritage Initiative Bid 2012) – personal as a Devon County Council Member on the Heritage Partnership and a great supporter of the World Heritage site.

CM 5 CONFIRMATION OF MINUTES

It was moved by Councillor Mr J R McInnes, seconded by Councillor Mr P R Sanders and upon the motion being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that the Council agree the Minutes of the 17 April 2012 Council Meeting as a true record".

CM 6 COMMUNICATIONS FROM THE MAYOR

The Mayor had no communications to bring forward.

CM 7 ADOPTION OF THE COUNCIL'S CONSTITUTION

It was moved by Councillor Mr J R McInnes, seconded by Councillor Mr R F D Sampson and upon the motion being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that the Council adopt the revised Constitution for the forthcoming year".

The Mayor then signed the bound copy of the Constitution for 2012/2013.

CM 8 MOTION(S) SUBMITTED BY MEMBERS OF THE COUNCIL

It was moved by Councillor Mr M J Benson and seconded by Councillor Mr R E Baldwin that:

'The Upper Lettable Unit be re-named The Dartmoor Suite.'

In introducing his motion, Councillor Mr M J Benson made reference to the need for this principal room to have an appropriate name to ensure that it was more marketable.

When put to the vote, the motion was declared **CARRIED**.

CM 9 MINUTES OF COMMITTEES

a. Audit Committee – 3 April 2012

It was moved by Councillor Mrs D K A Sellis, seconded by Councillor Mr P R Sanders and upon being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that the Minutes of the 3 April 2012 meeting be received and noted, with the exception of Unstarred Minutes AC 24, AC 27 and AC 28".

In respect of the Unstarred Minutes:

i. AC 24 – Joint Corporate Risk Policy and Strategic Risk Assessment

It was moved by Councillor Mrs D K A Sellis, seconded by Councillor Mr P R Sanders and upon being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that the Joint Risk Management Policy be adopted."

ii. AC 27 – Internal Audit – Plan for 2012/2013

It was moved by Councillor Mrs D K A Sellis, seconded by Councillor Mr P R Sanders and upon being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that the Internal Audit Plan for 2012/13 be approved and adopted as presented".

iii. AC 28 – Progress Against the 2011/12 Internal Audit Plan

It was moved by Councillor Mrs D K A Sellis, seconded by Councillor Mr P R Sanders and upon being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that the report and the content of the three presented appendices (A, B and C refer) be noted".

b. Environment & Community Committee – 12 April 2012

It was moved by Councillor Mr R J Oxborough, seconded by Councillor Mr R F D Sampson and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 12 April 2012 meeting be received and noted, with the exception of Unstarred Minute E&C 34”.

In respect of the Unstarred Minute:-

i. E&C 34 – Economy Review

It was moved by Councillor Mr R J Oxborough, seconded by Councillor Mr R F D Sampson and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that:

1. The following service types and levels be adopted:
 - (a) Premises and Sites – Medium level service;
 - (b) Engaging Businesses – Medium level service;
 - (c) Maximising Funding Opportunities – Medium level service;
 - (d) Developing Sectors and Supply Chains – Medium service;
 - (e) Workforce Development – Basic level service, with the addition of using Council networks to promote placements;
 - (f) Business Support and Advice – Medium level service;
 - (g) Community Led Planning – Medium level service;
 - (h) Strategic Working – Medium level service; and
 - (i) Research and Intelligence – Basic level service.
2. That a contingency of up to £25,000 for the economy service be used if necessary; and
3. That a Member Champion be appointed for ‘Business.’

c. Planning & Licensing Committee – 24 April 2012

It was moved by Councillor Mrs C M Marsh, seconded by Councillor Mr P R Sanders and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 24 April 2012 meeting be received and noted”.

CM 10

PAYMENT OF MAYOR & DEPUTY MAYOR ALLOWANCES

It was moved by Councillor Mr C R Musgrave, seconded by Councillor Mr P R Sanders and upon the motion being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that consideration of this matter should be deferred to agenda item 22 (Minute CM 20 below refers)”.

CM 11 APPOINTMENT OF LEADER AND DEPUTY LEADER OF THE COUNCIL

a. Leader

It was moved by Councillor Mr J R McInnes, seconded by Councillor Mr R E Baldwin and upon the motion being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that Councillor Mr P R Sanders be appointed Leader of the Council for the ensuing year.”

Upon his appointment, Councillor Mr P R Sanders wished to put on record his gratitude to Councillor Mr J R McInnes for the way that he had undertaken the role of Leader during his term of office.

b. Deputy Leader

It was moved by Councillor Mr P R Sanders, seconded by Councillor Mr J R McInnes and upon the motion being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that Councillor Mr R E Baldwin be appointed Deputy Leader of the Council for the ensuing year.”

CM 12 PAYMENT OF LEADER & DEPUTY LEADER ALLOWANCES

It was moved by Councillor Mr C R Musgrave, seconded by Councillor Mr P R Sanders and upon the motion being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that consideration of this matter should be deferred to agenda item 22 (Minute CM 20 below refers)”.

CM 13 REPORT OF THE FORMATION OF POLITICAL GROUPS

Members noted the schedule of officially appointed political groups as follows:

- 16 Conservative Group Members;
- 10 Independent Group Members;
- 3 Liberal Democrat Group Members;

together with one Ungrouped Member and one vacancy.

CM 14 COMMITTEE STRUCTURE

It was moved by Councillor Mr R F D Sampson, seconded by Councillor Mr P R Sanders and upon the motion being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Committee structure be as follows for the coming year:

Audit	3 Members
Community Services	10 Members
Overview & Scrutiny	10 Members
Planning & Licensing	10 Members
Resources	11 Members
Standards	7 Members

(3 West Devon, 2 Independent (1 Vacancy), 2 Parish Council)

with all of the Borough Council Member appointments to the above Committees being politically balanced and the Independent and Parish Council representatives on the Standards Committee being appointed until the end of the current Standards regime”.

It was also moved by Councillor Mr R F D Sampson, seconded by Councillor Mrs A Clish-Green and upon the motion being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that it should not be a requirement for every Member to sit on either the Resources or Community Services or Overview and Scrutiny Committees”.

CM 15 MEMBERSHIP OF COMMITTEES

A list of appointments made to the Committees by the three political groups for the ensuing year had been circulated and were duly approved. The Leaders of the three political groups were named as:

Conservative	Cllr Mr P R Sanders (Deputy: Cllr Mr R E Baldwin)
Independent	Cllr Mr R F D Sampson (Deputy Cllr Mr W G Cann)
Liberal Democrat	Cllr Mrs A Clish-Green (Deputy Cllr Mr C R Musgrave)

The following appointment was agreed with respect to the ungrouped Member:

- (i) Resources Committee – Cllr Mr E H Sherrell

CM 16 APPOINTMENT OF CHAIRMEN AND VICE CHAIRMEN OF COMMITTEES

(i) Audit Committee

a. Chairman

It was proposed by Councillor Mr P R Sanders, seconded by Councillor Mr D Whitcomb and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that Councillor Mrs D K A Sellis be appointed for the ensuing year”.

b. Vice Chairman

It was proposed by Councillor Mr R F D Sampson, seconded by Councillor Mr T G Pearce and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that Councillor Mr J B Moody be appointed for the ensuing year”.

(ii) Community Services Committee

a. Chairman

Two nominations were put forward to be Chairman of the Community Services Committee:

1. It was moved by Councillor Mr P R Sanders and seconded by Councillor Mr R E Baldwin that Councillor Mr R J Oxborough be appointed as Chairman of the Community Services Committee.
2. It was moved by Councillor Mr T G Pearce and seconded by Councillor Mr N Morgan that Councillor Mr R F D Sampson be appointed as Chairman of the Community Services Committee.

Before the vote was taken, it was proposed by Councillor Mrs A Clish-Green, seconded by Councillor Mr A F Leech and upon the motion being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that in accordance with Council Procedure Rule 19 a paper ballot would take place".

The result of the ballot was that Councillor Mr R J Oxborough be appointed as the Chairman of the Community Services Committee for the ensuing year.

b. Vice Chairman

It was proposed by Councillor Mr P R Sanders, seconded by Councillor Mr L J G Hockridge and upon being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that Councillor Mr R F D Sampson be appointed for the ensuing year".

(iii) Overview & Scrutiny Committee

a. Chairman

It was proposed by Councillor Mr R F D Sampson, seconded by Councillor Mr P R Sanders and upon being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that Councillor Mr D W Cloke be appointed for the ensuing year".

b. Vice Chairman

It was proposed by Councillor Mr P R Sanders, seconded by Councillor Mr R E Baldwin and upon being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that Councillor Mrs S C Bailey be appointed for the ensuing year".

(iv) Planning & Licensing Committee

a. Chairman

It was proposed by Councillor Mr J R McInnes, seconded by Councillor Mr P R Sanders and upon being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that Councillor Mrs C M Marsh be appointed for the ensuing year".

b. Vice Chairman

Two nominations were put forward to be Vice-Chairman of the Planning and Licensing Committee:

1. It was moved by Councillor Mr P R Sanders and seconded by Councillor Mr R J Oxborough that Councillor Mrs L B Rose be appointed as Vice-Chairman of the Planning and Licensing Committee.
2. It was moved by Councillor Mr R F D Sampson and seconded by Councillor Mr N Morgan that Councillor Mr T G Pearce be appointed as Vice-Chairman of the Planning and Licensing Committee.

Before the vote was taken, it was proposed by Councillor Mr R F D Sampson, seconded by Councillor Mrs A Clish-Green and upon the motion being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that in accordance with Council Procedure Rule 19 a paper ballot would take place".

The result of the ballot was that Councillor Mrs L B Rose be appointed as the Vice-Chairman of the Planning and Licensing Committee for the ensuing year.

(v) Resources Committee

a. Chairman

It was proposed by Councillor Mr J R McInnes, seconded by Councillor Mr R E Baldwin and upon being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that Councillor Mr P R Sanders be appointed for the ensuing year".

b. Vice Chairman

It was proposed by Councillor Mr P R Sanders, seconded by Councillor Mr J R McInnes and upon being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that Councillor Mr R E Baldwin be appointed for the ensuing year".

(vi) **Standards Committee**

a. **Chairman** (to be an Independent Member)

It was proposed by Councillor Mr D Whitcomb, seconded by Councillor Mr R F D Sampson and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that Mrs V Spence be appointed for the ensuing year".

CM 17

APPOINTMENT OF REPRESENTATIVES TO THE LIST OF OUTSIDE BODIES FOR THE ENSUING YEAR

Members considered a report which presented the Group Leader's nominations to fill the vacancies on the list of Outside Bodies. In respect of those Outside Bodies in which the number of nominations exceeded the number of vacancies:-

a. **Dartmoor National Park – Joint Advisory Committee on Housing**

Three nominations were put forward for the two vacancies on the Committee:

1. It was moved by Councillor Mr P R Sanders and seconded by Councillor Mr R J Oxborough that Councillors Miss D E Moyse and Mrs L B Rose be appointed as the two representatives on this Committee.
2. It was moved by Councillor Mr R F D Sampson and seconded by Councillor Mr N Morgan that Councillor Mrs M V L Ewings be appointed as a representative on this Committee.

Before the vote was taken, it was proposed by Councillor Mr A F Leech, seconded by Councillor Mrs A Clish-Green and upon the motion being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that in accordance with Council Procedure Rule 19 a paper ballot would take place".

The result of the ballot was that Councillors Miss D E Moyse and Mrs L B Rose be appointed as the Council's representatives on the Dartmoor National Park – Joint Advisory Committee on Housing for the ensuing year.

b. **Rural Commission**

Two nominations were put forward to fill the vacancy on the Commission:

1. It was moved by Councillor Mr P R Sanders and seconded by Councillor Mr J R McInnes that Councillor Miss D E Moyse be appointed as the Council representative on the Rural Commission.
2. It was moved by Councillor Mr R F D Sampson and seconded by Councillor Mr T G Pearce that Councillor Mrs A Clish-Green be appointed as the Council representative on the Rural Commission.

Before the vote was taken, it was proposed by Councillor Mr J R McInnes and seconded by Councillor Mr L J G Hockridge and upon the motion being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that in accordance with Council Procedure Rule 19 a paper ballot would take place”.

The result of the ballot was that Councillor Miss D E Moyses be appointed as the Council’s representative on the Rural Commission for the ensuing year.

c. South Devon and Dartmoor Community Safety Partnership

Two nominations were put forward to fill the vacancy on the Partnership:

1. It was moved by Councillor Mr P R Sanders and seconded by Councillor Mr R E Baldwin that Councillor Mr D Whitcomb be appointed as the Council representative on the Community Safety Partnership.
2. It was moved by Councillor Mr T G Pearce and seconded by Councillor Mr D W Cloke that Councillor Mrs M V L Ewings be appointed as the Council representative on the Community Safety Partnership.

The result of the show of hands was that Councillor Mr D Whitcomb be appointed as the Council’s representative on the South Devon and Dartmoor Community Safety Partnership.

d. Tavistock College Endowment Fund Trustees

Although two nominations had been put forward to fill the vacancy on the Partnership, Cllr Mrs M V L Ewings wished to withdraw her nomination prior to the vote being taken. As a consequence, Cllr Mrs S C Bailey was declared the Council’s representative on the Tavistock College Endowment Fund Trustees.

It was then proposed by Councillor Mr P R Sanders, seconded by Councillor Mr R E Baldwin and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that:

1. The Council should be represented on the list of Outside Bodies as presented to the meeting;
2. Appropriate representatives be appointed as this Council’s appointments to those Bodies for the 2012/13 Municipal Year and that for the purposes of Members’ Allowances, attendance at meetings of these Bodies be regarded as an approved duty; and
3. Members appointed to Outside Bodies provide regular feedback and consultation on issues affecting the Bodies concerned.

CM 18 APPOINTMENT OF REPRESENTATIVES TO THE LIST OF OTHER GROUPS

In respect of the Okehampton and Tavistock Consultative Liaison Groups, Members concluded that no appointments should be made until a review had been undertaken into these Groups.

For the remaining Other Groups, it was proposed by Councillor Mr P R Sanders, seconded by Councillor Mr R F D Sampson and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that the appointments be endorsed (as tabled to the meeting) for the ensuing year".

CM 19 DARTMOOR NATIONAL PARK AUTHORITY

It was noted that the three Council representatives appointed to the Dartmoor National Park were:-

Councillor Mr L J G Hockridge (Independent)
Councillor Miss D E Moyse (Conservative)
Councillor Mrs L B Rose (Conservative)

(NOTE: These appointments formed part of the Political Balance Table.)

CM 20 REVIEW OF MEMBERS' ALLOWANCES

Members considered a report which sought to advise Council of the recommendations arising from the Independent Remuneration Panel's Review of the Members' Allowances Scheme.

In discussion, reference was made to:-

(a) the proposed £200 uplift to offset the provision of IT equipment to Members. A number of Members commented that since there had been no policy decision made in respect of future IT provision for Members, then this particular proposal was premature. As a consequence, a number of Members felt that a decision on this element of the Scheme should be deferred;

(b) the proposed multipliers applied to the Special Responsibility Allowances (SRA). Whilst a number of specific comments were raised in this regard, some Members believed that the new Committee structure should be allowed to settle down before the Scheme was reviewed again in the Autumn 2012. Nonetheless, other Members did feel that the multiplier applied to the Deputy Leader and Vice-Chairman of the Resources Committee should be reduced to 150%.

It was then moved by Councillor Mr R F D Sampson, seconded by Councillor Mr P R Sanders and upon the motion being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that:

1. The Council accepts the Recommendations of the Independent Remuneration Panel on the Members’ Allowances Scheme (as attached at Appendix A of the presented agenda report), with the exception of the proposed £207.52 uplift, which should be deferred, pending a policy decision being made on the future of IT provision for Members and the multiplier applied to the Deputy Leader and Vice-Chairman of the Resources Committee being reduced from 175% to 150%; and
2. The Monitoring Officer amend the Member Allowances Scheme in the Constitution to reflect this decision”.

CM 21

TAVISTOCK TOWNSCAPE HERITAGE INITIATIVE BID 2012

The meeting was asked to consider a report which outlined the opportunity for the Council to join with Tavistock Town Council and other partners to support a Bid to the Heritage Lottery for grant funding towards a Townscape Heritage Initiative Project.

In discussion, reference was made to:-

- (a) in-house expertise. Officers advised that whilst the Council did have expertise, there was a need for additional support and to ensure that the tight timescales were met;
- (b) the potential for Tavistock Town Council to take on the role of the Accountable Body.

It was then moved by Councillor Mr J R McInnes, seconded by Councillor Mr W G Cann and upon the motion being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that:

1. Up to £5,000 be set aside from the Local Authority Business Growth Incentive Earmarked Reserve to match the Tavistock Town Council’s contribution towards the formulation of a bid to the Heritage Lottery under their Townscape Heritage Programme; and
2. The Council agree to act as the Accountable Body at this stage (but negotiations continue with Tavistock Town Council), if it is an essential requirement for a valid Bid.

CM 22**COMMON SEAL**

A copy of the documents signed by the Mayor during the period 30 March 2012 and 7 April 2012 was attached to the agenda (page 27 refers) and noted by the Meeting.

It was moved by Councillor Mrs A Clish-Green, seconded by Councillor Mr R F D Sampson and upon the motion being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that the Mayor and the Chief Executive (or deputies appointed by them) be authorised to witness the fixing of the seal on any documents for the forthcoming year".

(The Meeting terminated at 1.25 pm)

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