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WEST DEVON COUNCIL - TUESDAY, 2ND OCTOBER, 2012

Agenda, Reports and Minutes for the meeting

Agenda No Item

1. **Summons Letter** (Pages 1 - 4)

2. **Reports**
 Reports to Council:
 - a) Item 10 - Review of the Blueprint - Resources Bid (Pages 5 - 12)
 - b) Item 11 - Tavistock Townscape Heritage Initiative Scheme Bid (Pages 13 - 18)

3. **Minutes** (Pages 19 - 24)

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- (i) **Audit Committee**
Meeting held on 31st July 2012 8
- Unstarred Minutes to agree**
Members are recommended to agree:
- AC 9 System of Internal Control; and Annual Governance Statement**
The draft Annual Governance Statement for 2011/2012 and supporting evidence provided by the presented report and approval Statement be adopted by the Council.
- (ii) **Community Services Committee**
Meeting held on 4th September 2012 11
- (iii) **Planning & Licensing Committee**
Meeting held on 14th August 2012 15
- Meeting held on 11th September 2012 24
- (iv) **Resources Committee**
Meeting held on 18th September 2012 38
- Unstarred Minutes to agree**
Members are recommended to agree:
- RC13 Medium Term Financial Strategy 2013/14 to 2012/17**
It was then **RESOLVED** to **RECOMMEND** to Council that:
1. The Financial Strategy, including the schedule of Earmarked Reserves, be accepted as a foundation document for the Council's budget setting process;
 2. The minimum level of the Unearmarked General Fund Revenue Reserves be maintained to at least £750,000 (as per paragraph 10.3 of the presented report); and
 3. The Senior Management Team be tasked with identifying options for savings necessary to balance the 2013/14 budget.
- RC17 West Devon Members' Bulletin**
It was **RESOLVED** to **RECOMMEND** that the Members' Bulletin be the primary method of communication from officers to elected Members of West Devon Borough Council.
- (v) **Standards Committee**
Meeting held on 4th September 2012 41
- Unstarred Minute to agree**
Members are recommended to agree:

SC 9 General dispensations and amendment to delegation of powers to grant dispensations

It was **FURTHER RESOLVED** to **RECOMMEND** that the delegation of powers to grant dispensations be amended to enable a Standards Sub-Committee or the Monitoring Officer, in consultation with the Chairman and Vice-Chairman of the Standards Committee, to grant dispensations when it would not be expedient to wait until the next scheduled meeting of the Standards Committee.

10. To receive the report of the Chief Executive on the Review of the Blueprint – Resources Bid. 44
11. To receive the report of the Regeneration Officer on the Tavistock Townscape Heritage Initiative Scheme Bid To Follow
12. To Order the affixing of the Common Seal
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 is attached.

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

If any, the 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 24th day of September 2012



Chief Executive

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AGENDA ITEM 10

WEST DEVON BOROUGH COUNCIL

AGENDA ITEM 10

NAME OF COMMITTEE	COUNCIL
DATE	2 OCTOBER 2012
REPORT TITLE	FOLLOW UP TO REVIEW OF BLUEPRINT REPORT OF 24 JULY 2012
REPORT OF	CHIEF EXECUTIVE
WARDS AFFECTED	ALL

Summary of report:

This report is a follow up to the report 'Review of the Blueprint' that was presented to the Resources Committee on 24 July 2012, which reflected on the Council's progress since the corporate blueprint was agreed in March 2011. This report summarises the use of delegated powers to meet service demands and bring about changes to improve customer service.

Financial implications:

This report sets out where the Head of Finance and Audit intends to use or has used officer delegated powers (set out in the Constitution) to approve the use of Earmarked Reserves and Unearmarked General Fund Revenue Reserves up to a limit of £30,000 per application to meet peak demands for services in 2012/13 or develop capacity to bring about change and future savings.

RECOMMENDATIONS:

That the Council

- (i) Notes and endorses the use of delegated powers by the Head of Finance and Audit for the sums for additional resources as shown in Appendix A.

Officer contact:

Richard Sheard, Chief Executive, Tel: 01803 861363
richard.sheard@swdevon.gov.uk

1. BACKGROUND

- 1.1 In March 2011 the Council approved the report "Shared Services and Beyond" setting out a blueprint for the way West Devon and South Hams shared services would develop and change over the medium term. The direction of travel was endorsed by both new administrations post-election.
- 1.2 Given the amount of progress that has been made since across both Councils, the pressures that the ambitious change programme is presenting and the challenges that arise from an extensive national programme of change, it felt timely to revisit the blueprint and either re-affirm or limit our ambition.
- 1.3 A report 'Review of the Blueprint' was presented to the Resources Committee on 24 July 2012. The Minute (RC6) stated that:-

It was **RESOLVED** that:

1. Members reaffirm their ambitions to:
 - Break new ground in the way the Council engages with local people to deliver better services
 - Have local communities that feel supported
 - Be innovative
 - Do more with less; and
 2. Members agree in principle to the concept of re-investing some of the underspend generated in the 2011/2012 financial year, to meet peak demands for services in 2012/2013 or develop capacity to bring about change and future savings.
- 1.4 The outturn position of the Council's Final Accounts for 2011/12 is an underspend of £134,000 which represents approximately 1.7% of the total net budget for the year of £7.8 million. The final audited Accounts will be presented to the Audit Committee on 25 September.

2. ISSUES FOR CONSIDERATION

- 2.1 The report to the Resources Committee on 24 July 2012 summarised the following:-
- we are making strong progress on meeting our ambitions – breaking new ground in the way we engage with local people to deliver better services; ensuring local communities feel supported; being innovative and doing more with less – but the significant amount of change we are facing is leading to frustration that we cannot achieve all we would want to achieve within existing resources;
 - we should remain ambitious for our local communities by being even more innovative; sharpening up our priorities; developing a more commercial approach and investing now to deliver savings that will put us in good stead in the future. But above all else we need additional resources if we are to respond to the many challenges in front of us. Without more resources, frustration experienced by Members, officers and most importantly service

users, will grow and we will spend more and more of our time firefighting problems.

2.2 This report sets out where the Head of Finance and Audit intends to use or has used officer delegated powers (set out in the Constitution) to approve the use of Earmarked Reserves and Unearmarked General Fund Revenue Reserves up to a limit of £30,000 per application to meet peak demands for services in 2012/13 or develop capacity to bring about change and future savings. This has been in consultation with the relevant Chair to increase officer capacity in the short term (one year) without adding posts to the establishment to:

- reduce workload pressures and improve service quality;
- accelerate invest to save schemes that will ease pressure on the finances in future years;
- provide headroom to allow systems and processes to be reviewed and improved.

2.3 Appendix A sets out the additional resources that are needed, the role that the post will undertake, the cost and how this will be financed and the benefit that will be realised from the additional investment. The Appendix also sets out the current status of the post.

2.4 In conclusion, there is now an improved understanding of the scale of the changes we should be anticipating:

- we need to remain ambitious for our local communities and committed to even better customer service. Notwithstanding the amount of change we face from national changes in policy and legislation we should be confident of our ability to meet the challenge if we use our resources effectively;
- the most serious risk is the lack of staff capacity to maintain service quality whilst coping with unprecedented levels of change. This risk can be significantly mitigated by careful use of the 2011/12 underspend and earmarked reserves. It makes good sense to invest this year to meet peaks and put services in a stronger position in future years.

3. LEGAL IMPLICATIONS

3.1 The Head of Finance and Audit has delegated powers (set out in the Constitution) to approve the use of Earmarked Reserves and Unearmarked General Fund Revenue Reserves up to a limit of £30,000 per application.

3.2 The report is presented to Members for information, to endorse the use of Unearmarked General Fund Revenue Reserves and Earmarked Reserves as set out in the report.

4. FINANCIAL IMPLICATIONS

4.1 The financial implications are set out in detail in Appendix A.

4.2 Table 1 below suggests the recommended way of funding the additional resources:-

Service Area	Total Amount (£)	Notes
Assets	£12,000	
To be financed by:-		
General Fund Unearmarked Revenue Reserves	£12,000	<p>This reserve has been established from underspends on the Council's annual expenditure. This is a working balance which has to provide a contingency against unforeseen events and emergencies. (Note the minimum level required to be maintained on this reserve is £750,000 – this is 10% of net operating expenditure).</p> <p>If these resource sums were to be funded from this reserve, this would leave a predicted remaining balance of £826,000. Therefore £70,000 of the underspend generated in the 2011/12 Accounts of £134,000 would be used.</p>

Service Area	Total Amount (£)	Notes
Corporate Services	£35,000	
To be financed by:-		
General Fund (Unearmarked) Revenue Reserve balance	£35,000	<p>This reserve has been established from underspends on the Council's annual expenditure. This is a working balance which has to provide a contingency against unforeseen events and emergencies. (Note the minimum level required to be maintained on this reserve is £750,000 – this is 10% of net operating expenditure).</p> <p>If these resource sums were to be funded from this reserve, this would leave a predicted remaining balance of £826,000. Therefore £70,000 of the underspend generated in the 2011/12 Accounts of £134,000 would be used.</p>

Service Area	Total Amount (£)	Notes
Planning, Economy & Community	£48,000	
To be financed by:-		
Planning Delivery Grant Earmarked Reserve	£25,000	<p>This reserve is Government Grant money (Housing and Planning Delivery Grant) which the Council was awarded in 2008. The grant was not ring fenced but the Council was strongly encouraged by the Government to invest the grant money in its planning services, with the aim of generating service improvement in order to counteract long-standing under-investment nationally in planning.</p> <p>If these resource sums were to be funded from this reserve, this would utilise the remainder of this government grant funding.</p>
General Fund (Unearmarked) Revenue Reserve balance	£23,000	<p>This reserve has been established from underspends on the Council's annual expenditure. This is a working balance which has to provide a contingency against unforeseen events and emergencies. (Note the minimum level required to be maintained on this reserve is £750,000 – this is 10% of net operating expenditure).</p> <p>If these resource sums were to be funded from this reserve, this would leave a predicted remaining balance of £826,000. Therefore £70,000 of the underspend generated in the 2011/12 Accounts of £134,000 would be used.</p>

4.3 In summary, the resource sums would be utilising £25,000 of Government grant money received in the past for investment in planning services (planning delivery grant) and £70,000 of the underspend generated in the 2011/2012 Accounts (the underspend was £134,000)).

5. RISK MANAGEMENT

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:	As set out in the Council's Constitution and Financial Procedure Rules
Considerations of equality and human rights:	No specific issues
Biodiversity considerations:	No specific issues
Sustainability considerations:	No specific issues
Crime and disorder implications:	No specific issues
Background papers:	<p>Presentation at the Joint Member Workshop on 18 June 2012 – distributed via the Members Bulletin on 6 July 2012</p> <p>Report to Strategies & Resources Committee – 12 April 2011 (Minute ref: S & R 64)</p> <p>Report to Resources Committee – 24 July 2012 (Minute RC6)</p>
Appendices attached:	None

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	Officer Capacity	Falsely raised expectations	5	4	20	↑	Resource in short term – 1 year	Head of Service
		Service failures increase	5	4	20	↑	Resource in short term – 1 year	Head of Service
2	Financial savings not realised in timely fashion	Opportunities to release savings, eg, from better asset management; use of ICT to deliver more efficient processes will not be realised due to lack of staff resource	4	4	16	↑	Resource in short term – 1 year	Head of Service
3	Reputation – "Customers"/ Service users experience negative	Customer expectation rising; localism agenda building pressure	4	4	16	↑	Resource in short term – 1 year	Head of Service

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Direction of travel symbols ↓ ↑ ↔

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NAME OF COMMITTEE	Council
DATE	2nd October 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 submit a bid to the Heritage Lottery for grant funding towards a Townscape Heritage Initiative Project. It recommends that the details of the bid and any financial contributions that may be required should be delegated to a special meeting of the Resources Committee.

FINANCIAL IMPLICATIONS:

The Borough Council is asked to confirm that it is prepared to be the Accountable Body for the scheme if the overall bidding process is successful. It is also asked to make a cash contribution to support the Stage 2, development phase of the bidding process, in 2013/14 and further contributions over the 5 years of the delivery phase, should the bid be successful. This is likely to amount to approximately £10,000 per annum over the next 6 years.

RECOMMENDATIONS:

That the Council agrees to delegate the approval of the Stage 1 bid, confirmation that it is prepared to act as the Accountable Body for the Tavistock Townscape Heritage Initiative Scheme and any financial contributions towards the development and delivery phases of the scheme, to a special meeting of the Resources Committee to be held before the end of October this year.

OFFICER CONTACT:

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

1. BACKGROUND

- 1.1 Members will recall a report to the Full Council in May (Minute No CM 21 – 2012/2013), where it was agreed to set aside up to £5,000 to support the Stage 1 bidding process to the Heritage Lottery Fund (HLF) under their annual Townscape Heritage Initiative (THI) scheme.

1.2 Since then officers, in consultation with Members through the Tavistock Townscape Heritage Partnership (TTHP), have been working up the Stage 1 bid proposal. Broad agreement has now been reached regarding the scale and content of the bid, but the bid itself has yet to be drafted.

1.3 Members are now asked to agree a process for a) signing off the bid, b) agreeing whether West Devon Borough Council is prepared to act as the Accountable Body for the scheme and c) agreeing any financial commitments which are necessary to support both the Stage 2 (Development Phase) of the bidding process and the Delivery Phase of the scheme, should the bidding process be successful.

2. ISSUES FOR CONSIDERATION

2.1 Members have already agreed in principle to act as the Accountable Body for the scheme in the event of a successful bid (CM 21). However, this is reserved pending the deliberations of the Tavistock Town Council when it formally considers the bid at its meeting on 23rd October.

2.2 In addition, if the Stage 1 bid is successful the Partnership will have up to 12 months to prepare a detailed delivery plan and submit its Stage 2 bid. During this phase up to £50,000 is available from the Heritage Lottery Fund (HLF) to support that work, but this has to be matched by at least 25% funding from local partners (i.e. for every £3 requested from the HLF at least £1 must be raised locally). If the partnership applied for the maximum contribution from the HLF at this stage, then at least £16,667 would need to come from local partners. As with the Stage 1 bidding process, it is expected that the Town Council will match any contribution from the Borough Council. These funds must be committed before the submission of the Stage 1 bid at the end of October.

2.3 Finally, to increase the chances of a successful Stage 1 bid the partnership needs to maximise contributions from local partners over the 5 years of the scheme. The Partnership aims to bid for up to £1 million from the HLF and to raise up to £500,000 locally. It is expected that the Town Council will contribute at least half of that local sum, but the remainder needs to be contributed by other partners, including the Borough Council. The Resources Committee will be asked to consider how much it is able to offer from the Borough Council. It is likely that a sum of up to £10,000 per annum could be requested. It should be noted that at Stage 1 this only needs to be an “in principle” commitment, which will then need to be revisited and confirmed at Stage 2.

2.4 Meanwhile, the bid document has not yet been written. Consequently, it will be necessary to delegate the approval of these matters to an appropriate committee, to be considered when the full details of the bid is known together with the required financial commitments and the position of the Town Council is confirmed.

3. LEGAL IMPLICATIONS

3.1 Under Section 1 of the Localism Act 2011 the Council has a general power of competence to do anything an individual can do subject to any statutory restrictions.

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 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.

4.2 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.

4.3 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.

4.4 If the Council wishes to proceed with the bid it will need to identify funds from earmarked reserves to meet the cost of its contribution to the Development Phase before the submission of the Stage 1 bid at the end of October of up to £10,000. It will also need to make an "in principle" commitment to any contribution it considers suitable to support the Delivery Phase prior to the Stage 1 submission. This could come from a discretionary bid to the 2013/14 budget process for an appropriate sum over the next 6 years (for example £10,000 per annum).

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 1 of the Localism Act 2011
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) and May 2012 (CM21)
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, inject a £2m investment into the town and promote the preservation of its historic built environment.
- 7.2 However, the need to provide local match funding comes at a time when the Council's budgets are under significant pressure and this would add to the burden on both capital and revenue budgets over the next 6 years, if the bid is successful. These matters will need to be carefully weighed when the full details of the bid proposal are known.
- 7.3 It is therefore suggested that officers prepare a detailed report on these matters to be submitted to a Special meeting of the Resources Committee to be held on Tuesday 30th October at 4pm or at the rising of the Community Services Committee, whichever is the earlier.

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Agenda Item 3

At the Meeting of the **WEST DEVON BOROUGH COUNCIL** held in the **COUNCIL CHAMBER, KILWORTHY PARK, TAVISTOCK** on **TUESDAY** the **2ND** day of **OCTOBER 2012** at **4.30pm** pursuant to Notice given and Summons duly served.

Present Cllr C R Musgrave – The Mayor (In the Chair)
Cllr W G Cann OBE – Deputy Mayor

Cllr S C Bailey	Cllr K Ball
Cllr M J R Benson	Cllr A Clish-Green
Cllr D W Cloke	Cllr M V L Ewings
Cllr C Hall	Cllr T J Hill
Cllr L J G Hockridge	Cllr D M Horn
Cllr A F Leech	Cllr C M Marsh
Cllr J R McInnes	Cllr N Morgan
Cllr M E Morse	Cllr D E Moyse
Cllr R J Oxborough	Cllr P J Ridgers
Cllr L B Rose	Cllr R F D Sampson
Cllr P R Sanders	Cllr D K A Sellis
Cllr J Sheldon	Cllr E H Sherrell
Cllr D Whitcomb	Cllr D M Wilde

Chief Executive
Monitoring Officer
Democratic Services Manager

CM 42 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs R E Baldwin, J B Moody and T G Pearce.

CM 43 DECLARATION OF INTEREST

The following declarations of interest were made:

1. Cllrs S C Bailey, M V L Ewings, E H Sherrell and D Whitcomb in Item 11 (Tavistock Townscape Heritage Initiative Bid 2012) – personal as each was a Member of Tavistock Town Council and therefore remained in the meeting and took part in the vote thereon.
2. Cllr R J Oxborough also in Item 11 (Tavistock Townscape Heritage Initiative Bid 2012) – personal as a tenant who could be a potential beneficiary from the initiative and remained in the meeting and took part in the vote on this item.
3. Cllr M J R Benson in Item 9(iii) (Minutes of the Planning and Licensing Committee) – personal as a member of the Weir Quay Sailing Club and took part in the vote on this item.

At this point, the Monitoring Officer was invited to provide some advice and in so doing, she advised that:-

- In respect of agenda item 11, she did not feel that Tavistock Town Councillors should be required to declare an interest in this matter;

- In relation to the Planning and Licensing Committee, there is no need for any Member to declare a personal interest for being a local Ward Member; and
- Any membership of other bodies was classified as a Personal Interest and not a Disclosable Pecuniary Interest, which therefore did not prevent any Member from partaking on the debate and vote.

In light of the advice of the Monitoring Officer, Cllr P R Sanders advised that despite also being a Tavistock Town Councillor, he was not minded to declare any interest in agenda item 11.

CM 44 CONFIRMATION OF MINUTES

It was moved by Cllr P R Sanders, seconded by Cllr R F D Sampson and upon the motion being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Council agree the Minutes of the Meeting of Council held on 31 July 2012 as a true record.”

CM 45 COMMUNICATIONS FROM THE MAYOR

The Mayor wished to make reference to his Civic and Community Service which was to take place on Sunday, 7 October 2012. The Mayor wished to thank those Members and officers who had accepted his invitation to attend.

CM 46 BUSINESS BROUGHT FORWARD BY THE MAYOR

The Mayor advised Members that he had no items of urgent business to be raised at this meeting.

CM 47 MINUTES OF COMMITTEES

a. Audit Committee – 31 July 2012

Prior to introducing these minutes, Cllr D K A Sellis wished to put on record her gratitude and congratulations to the Finance team for the positive outcome received from the recent external audit undertaken by Grant Thornton. The Mayor echoed these sentiments and also added that this had been a common outcome throughout his time on the Council, which indicated a high level of consistency.

It was then moved by Cllr D K A Sellis, seconded by Cllr D M Wilde and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 31 July 2012 meeting be received and noted, with the exception of Unstarred Minutes AC 7 and AC 9”.

In respect of the Unstarred Minutes:

i. **AC 7 – Treasury Management Annual Review**

It was moved by Cllr D K A Sellis, seconded by Cllr D M Wilde and upon being submitted to the Meeting was declared to be carried and “**RESOLVED** that the Council:-

1. note the Treasury Management Report for 2011/12;
2. approve the actual 2011/12 prudential indicators within the report (as shown in Appendix A of the presented agenda report); and
3. approve the minimum Reserve Provision Statement for 2011/12 (as detailed in paragraph 6.2 of the presented agenda report).

ii. **AC 9 – System of Internal Control and Annual Governance Statement**

It was moved by Cllr D K A Sellis, seconded by Cllr D M Wilde and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the draft Annual Governance Statement for 2011/12 and supporting evidence provided by the presented report and approval of the Statement be adopted by the Council.”

b. **Community Services Committee – 4 September 2012**

It was moved by Cllr R J Oxborough, seconded by Cllr R F D Sampson and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 4 September 2012 meeting be received and noted”.

c. **Planning and Licensing Committee – 14 August 2012 and 11 September 2012**

It was moved by Cllr C M Marsh, seconded by Cllr L B Rose and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 14 August 2012 meeting and the 11 September 2012 meeting be received and noted”.

d. **Resources Committee – 18 September 2012**

It was moved by Cllr P R Sanders, seconded by Cllr C M Marsh and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 18 September 2012 meeting be received and noted, with the exception of Unstarred Minutes RC 13 and RC 17”.

In respect of the Unstarred Minutes:-

- i. **RC 13 – Medium Term Financial Strategy 2013/14 to 2016/17**
It was moved by Cllr P R Sanders, seconded by Cllr C M Marsh and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that:
 1. The Financial Strategy, including the schedule of Earmarked Reserves, be accepted as a foundation document for the Council’s budget setting process;
 2. The minimum level of the Unearmarked General Fund Revenue Reserves be maintained to at least £750,000 (as per paragraph 10.3 of the presented report); and
 3. The Senior Management Team be tasked with identifying options to bridge the budget gap to balance the 2013/14 budget.”
 - ii. **RC 17 – West Devon Members’ Bulletin**
It was moved by Cllr P R Sanders, seconded by Cllr C M Marsh and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Members’ Bulletin be the primary method of communication from officers to elected Members of West Devon Borough Council.”
- e. **Standards Committee – 4 September 2012**
It was moved by Cllr J R McInnes, seconded by Cllr M V L Ewings and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 4 September 2012 meeting be received and noted, with the exception of Unstarred Minute SC 9”.

In respect of the Unstarred Minute:-

- i. **SC 9 – General Dispensations and Amendment to Delegation of Powers to Grant Dispensations**
It was moved by Cllr J R McInnes, seconded by Cllr M V L Ewings and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the delegation of powers to grant dispensations be amended to enable a Standards Sub-Committee (or the Monitoring Officer), in consultation with the Chairman and Vice-Chairman of the Standards Committee, to grant dispensations when it would not be expedient to wait until the next scheduled meeting of the Standards Committee.”

CM 48

REVIEW OF THE BLUEPRINT – RESOURCES BID

A report was considered which sought to summarise the use of delegated powers to meet service demands and bring about changes to improve customer service.

It was then moved by Cllr N Morgan, seconded by Cllr R F D Sampson and upon the motion being submitted to the Meeting was declared to be **CARRIED** and **“RESOLVED** that the Council notes and endorses the use of delegated powers by the Head of Finance and Audit for the sums for additional resources as shown in Appendix A of the presented agenda report”.

CM 49

TAVISTOCK TOWNSCAPE HERITAGE INITIATIVE BID 2012

The Council considered a report which outlined the opportunity for the Council to join with Tavistock Town Council and other partners to submit a bid to the Heritage Lottery for grant funding towards a Townscape Heritage Initiative project.

In discussion, Members were given assurances that whilst the timescales were tight, the bid documentation would need to be written before a meeting at Tavistock Town Council on 16 October 2012.

It was then moved by Cllr P R Sanders, seconded by Cllr S C Bailey and upon the motion being submitted to the Meeting was declared to be **CARRIED** and **“RESOLVED** that the Council agrees to delegate the approval of the Stage One bid; confirmation that it is prepared to act as the Accountable Body for the Tavistock Townscape Heritage Initiative Scheme and any financial contributions towards the development and delivery phases of the scheme, to a special meeting of the Resources Committee, to be held on 30 October 2012 at 4.00pm, or upon the rising of the Community Services Committee, whichever is the later”.

CM 50

COMMON SEAL

A copy of the documents signed by the Mayor during the period 13 June 2012 and 24 September 2012 was circulated to Members and noted by the Meeting.

It was then moved by Cllr E H Sherrell, seconded by Cllr 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 5.05 pm)

Mayor

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