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West Devon  
Borough  
Council

## WEST DEVON COUNCIL - TUESDAY, 21ST MAY, 2013

Agenda, Reports and Minutes for the meeting

### Agenda No    Item

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

2.     **Reports**

Reports to Council:

- a)     Item 18 - To report on the composition of political groups (Pages 5 - 6)
- b)     Item 19 - Chairman and Vice-Chairman to the Committees of the Council (Pages 7 - 8)
- c)     Item 20 - To appoint representatives to the list of Outside Bodies for the ensuing year (Pages 9 - 14)
- d)     Item 21 - To appoint representatives to the list of Other Groups for the ensuing year (Pages 15 - 16)
- e)     Item 22 - Appointment of three Independent Persons for the Standards Committee (Pages 17 - 20)
- f)     Item 23 - Okehampton Business Improvement District (BID) proposal (Pages 21 - 30)

3.     **Minutes** (Pages 31 - 42)

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# Agenda Item 1

Please ask for: Tony Rose

Your ref:

Direct Line: 01822 813664

My ref AAR/Council.21.05.2013

email: arose@westdevon.gov.uk

Date: 13<sup>th</sup> May 2013

## COUNCIL SUMMONS

You are hereby summoned to attend the **ANNUAL MEETING** of the **WEST DEVON BOROUGH COUNCIL** to be held at the **COUNCIL CHAMBER, COUNCIL OFFICES, KILWORTHY PARK, DRAKE ROAD, TAVISTOCK, DEVON PL19 0BZ** on **TUESDAY** the **21<sup>st</sup> day of MAY 2013** at **11.00 am**.

Prior to the Meeting, the Reverend Paul Seaton-Burn, Vicar of Chagford will say prayers.

### THE FOLLOWING BUSINESS IS PROPOSED TO BE TRANSACTED

1. To elect The Mayor of the Borough for the ensuing year
2. To elect The Deputy Mayor for the ensuing year
3. Apologies for absence
4. Declarations of interest  
Members are reminded to declare any personal or prejudicial interests they may have in any item on this Summons
5. To approve and adopt as a correct record the Minutes of the Meeting of the Council held on 16<sup>th</sup> April 2013 Page No.  
**1**
6. To receive communications from The Mayor or the person presiding
7. Business brought forward by or with the consent of the Mayor
8. To adopt the Council's Constitution  
A copy of the Constitution can be found at [www.westdevon.gov.uk/constitution](http://www.westdevon.gov.uk/constitution)
9. The Mayor or the person presiding to answer questions which people in West Devon can ask and to receive deputations or petitions under Council Procedure Rule 21
10. To consider motions of which notice has been duly submitted by Members in accordance with Council Procedure Rule 15
11. To answer any questions submitted by Members under Council Procedure Rule 21

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

(i) **Audit Committee**  
Meeting held on 23<sup>rd</sup> April 2013 8

**Unstarred Minutes to agree**  
Members are recommended to agree:

**AC 32 Annual Review of the Council’s Constitution**  
This item appears under Agendum 8 above.

**AC 35 Internal Audit Plan – 2013/14**  
**RESOLVED** to **RECOMMEND** that the report together with its appendix, Appendix A, be approved and adopted as presented.

**AC 36 Progress against the 2012/13 Internal Audit Plan**  
**RESOLVED** to **RECOMMEND** that the report and its three appendices be received and noted as presented.

(ii) **Community Services Committee**  
Meeting held on 30<sup>th</sup> April 2013 14

13. To agree the payment of the Mayor’s and the Deputy Mayor’s allowance for the municipal year 2013/2014

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 2013/2014

16. To report on the composition of political groups

17. To approve the Committee Structure for the coming year:  
Audit 5 Members  
Community Services 10 Members  
Overview & Scrutiny 10 Members  
Planning & Licensing 10 Members  
Resources 11 Members  
Standards 9 Members

with all of the Borough Council Member appointments to the above Committees being politically balanced.

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
21. To appoint representatives to the list of Other Groups for the ensuing year
22. To receive the report of the Monitoring Officer on the appointment of three Independent Persons for the Standards Committee for the period from this Annual Meeting to the Council's Annual Meeting in May 2015. **18**
23. To receive the joint report of the Head of Finance and the Economy Manager on the Okehampton Business Improvement District (BID) proposal. **22**
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 27<sup>th</sup> March 2013 to 7<sup>th</sup> May 2013 is attached.

**PLEASE NOTE:** A Procedural Note will be published and circulated prior to Council's Annual Meeting and this will include information to enable full consideration of agenda items 13 to 16 and 18 to 21.

**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 13<sup>th</sup> day of May 2012



Chief Executive

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# Agenda Item 2a

With revised Audit Committee of 5:

	Total Entitlement	Resources Committee	Community Services Committee	Overview & Scrutiny Committee	Audit Committee	P&L	Standards Committee	DNP	Totals Check
Cons (17 Members)	<b>32</b>	6	5	6	2	6	5	2	<b>32</b>
Independent (10 Members)	<b>19</b>	3	4	3	2	3	3	1	<b>19</b>
LibDem (3 Members)	<b>6</b>	1	1	1	1	1	1	0	<b>6</b>
Non-Aligned (1 Member)	<b>1</b>	1	0	0	0	0	0	0	<b>1</b>
Total	<b>58</b>	11	10	10	5	10	9	3	<b>58</b>

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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 Mr J B Moody – Vice Chairman

### **B Community Services Committee**

Cllr R J Oxborough – Chairman  
Cllr R F D Sampson – Vice Chairman

### **C Overview and Scrutiny Committee**

Cllr D W Cloke – Chairman  
Cllr S C Bailey – Vice Chairman

### **D Planning and Licensing Committee**

Cllr C M Marsh – Chairman  
Cllr L B Rose – Vice Chairman

### **E Resources Committee**

Cllr P R Sanders – Chairman  
Cllr R E Baldwin – Vice Chairman

### **F Standards Committee**

Cllr J R McInnes – Chairman  
Cllr M V L Ewings – Vice Chairman

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## WEST DEVON BOROUGH COUNCIL

<b>NAME OF COMMITTEE</b>	<b>COUNCIL</b>
<b>DATE</b>	21 May 2013
<b>REPORT TITLE</b>	<b>APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2013/14</b>
<b>Report of</b>	<b>Democratic Services Manager</b>
<b>WARDS AFFECTED</b>	<b>All</b>

**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 2013/14 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](mailto: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.

<b>Corporate priorities engaged:</b>	In some form or another, this report is linked to all of the Council Corporate Priorities
<b>Statutory powers:</b>	Local Government Act 2000.
<b>Considerations of equality and human rights:</b>	None directly related to this report.
<b>Biodiversity considerations:</b>	None directly related to this report.
<b>Sustainability considerations:</b>	None directly related to this report
<b>Crime and disorder implications:</b>	None directly related to this report.
<b>Background papers:</b>	Council Constitution.
<b>Appendices attached:</b>	<b>A.</b> 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 2012/13 – VERSION 2

1. **Cornwall and West Devon Mining Landscape World Heritage Site Partnership**  
Cllr M J R Benson
2. **County Locality Committee**  
Cllrs K Ball and R F D Sampson
3. **Dartmoor National Park – Joint Advisory Committee on Housing**  
Cllrs D E Moyse and L B Rose
4. **Crowndale Recreational Association**  
Cllrs N Morgan and C R Musgrave
5. **Dartmoor National Park Forum**  
*(New outside body)*
6. **Dartmoor Partnership Limited**  
Cllr L B Rose
7. **Devon Authorities Waste Reduction & Recycling Committee**  
Chair of Community Services Committee and Vice-Chair as Substitute
8. **Devon Building Control Partnership**  
Cllrs T G Pearce and D Whitcomb
9. **Devon Districts Forum**  
Leader of Council
10. **District Councils' Network**  
Leader of Council
11. **Highways & Traffic Orders Committee**  
Cllrs M J R Benson and A F Leech
12. **Local Action for Greater Dartmoor (LEAF)**  
Cllr T G Pearce
13. **PATROL Adjudication Joint Committee**  
Member Champion for Highways and Transport Infrastructure.
14. **Police and Crime Commissioners Scrutiny Panel**  
Leader of Council
15. **Rural Commission**  
Cllr D E Moyse
16. **South Devon and Dartmoor Community Safety Partnership**  
Cllr D Whitcomb
17. **South West Councils Employers Panel**  
Leader of Council
18. **South West Councils**  
Leader of Council

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



## Appointment of Other Groups 2012/2013

### **(a) Joint Rural Broadband Working Group**

Cllr R E Baldwin  
Cllr K Ball  
Cllr A Clish-Green  
Cllr D W Cloke  
Cllr J B Moody

### **(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 K Ball  
Cllr A Clish-Green  
Cllr M V L Ewings  
Cllr C Hall

### **(d) Okehampton Consultative Liaison Group**

Cllr K Ball  
Cllr A F Leech  
Cllr C M Marsh

### **(e) Tavistock Consultative Liaison Group**

Cllr D W Cloke  
Cllr M E Morse  
Cllr C R Musgrave

### **(f) Strategic Planning Working Group**

Cllr M V L Ewings  
Cllr C Hall  
Cllr D W Horn  
Cllr A F Leech  
Cllr C M Marsh  
Cllr D E Moyse  
Cllr C R Musgrave

### **(g) Strategic Leisure Review Member/Officer Group**

Cllr K Ball  
Cllr C M Marsh  
Cllr N Morgan  
Cllr C R Musgrave  
Cllr R J Oxborough  
Cllr R F D Sampson

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<b>NAME OF COMMITTEE</b>	<b>COUNCIL</b>
<b>DATE</b>	<b>21 May 2013</b>
<b>REPORT TITLE</b>	<b>APPOINTMENT OF INDEPENDENT PERSONS</b>
<b>REPORT OF</b>	<b>Monitoring Officer</b>
<b>WARDS AFFECTED</b>	<b>All</b>

**Summary of report:**

To approve the appointment of three Independent Persons in order to assist the Council in promoting and maintaining high standards of conduct amongst its elected Members and town and parish councillors.

**Financial implications:**

Each of the Independent Persons is entitled to claim a fixed allowance of £500 per annum, together with reimbursement of travel and subsistence expenses. This can be met from the existing Standards Committee budget.

**RECOMMENDATIONS:**

It is recommended that:

1. Council approves, immediate effect that, Mrs Victoria Spence, Mr George Barnicott and Mr Martin Gleed be appointed as the Council's Independent Persons for the period to the date of the Annual Council meeting in May 2015.
2. each of the Independent Persons to receive a fixed allowance of £500.00 per annum together with reimbursement of travel and subsistence expenses

**Officer contact:**

Catherine Bowen, Tel. (01822) 813666; Email: [cbowen@westdevon.gov.uk](mailto:cbowen@westdevon.gov.uk)

**1. BACKGROUND**

- 1.1 The Localism Act 2011 made fundamental changes to the system of regulation of standards of conduct for elected and co-opted Members.
- 1.2 A report outlining these changes was presented to a special meeting of Council held on 26 June 2012. A significant change to the system related to the requirement to appoint Independent Persons. The Independent Persons fulfil an advisory and consultative function but are not co-opted members of the Council. Independent Persons must be consulted in relation to any standards complaints which are to be referred for investigation. The Council's adopted procedures also require that the Independent Person is consulted at other stages of the complaints process, including by the Member who is subject to an allegation.

- 1.3 Regulations issued under the Localism Act permitted (due to the shortness of time for implementation of the new standards system) the appointment of the Independent/lay members of the former Standards Committee as Independent Persons. On 26 June 2012, Council agreed to appoint Mrs Victoria Spence as the Council’s Independent Person until July 2013. Council also agree to appoint further Independent Persons in due course. Council in July 2012 agreed that Independent Person should receive a fixed rate of £500 per person per annum.
- 1.5 In March 2013, the Standards Committee agreed that two further Independent Persons should be recruited to support Mrs Spence to cover issues of conflict, capacity and availability. The Localism Act sets out a statutory recruitment process for the appointment of Independent Persons involving advertising, applications and formal interview.

**2. RECRUITMENT PROCESS**

- 2.1 In order to maximise the recruitment opportunities for interested parties, adverts were placed in the local press as well as on the Council’s website. Eight applications were subsequently received and the Council shortlisted and interviewed four applicants.
- 2.2 The interviews took place on Wednesday, 8 May 2013, with the Interview Panel comprising Cllr J. McInnes and Cllr M. Ewings as Chairman and Vice-Chairman respectively of the Standards Committee, and Catherine Bowen as Monitoring Officer.
- 2.3 As a result of the interview process, Mr George Barnicott and Mr Martin Glead were assessed by the Panel as the two most suitable applicants for appointment.

**3. FINANCIAL IMPLICATIONS**

- 3.1 Each of the Independent Persons is entitled to claim a fixed allowance of £500 per annum (together with reimbursement of travel and subsistence expenses). This can be met from the Standards budget.

**4. LEGAL IMPLICATIONS**

- 4.1 The Localism Act 2011 requires the Council to appoint Independent Persons to act in a consultative and advisory capacity. The Act states that the Independent Persons must be appointed via a prescribed process and appointments must be approved by the Council.

**3. RISK MANAGEMENT**

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

<b>Corporate priorities engaged:</b>	Community Life
<b>Statutory powers:</b>	Local Government Act 2000 Localism Act 2011 and Regulations issued thereunder

<b>Considerations of equality and human rights:</b>	No impact assessment required.
<b>Biodiversity considerations:</b>	N/A
<b>Sustainability considerations:</b>	N/A
<b>Crime and disorder implications:</b>	None
<b>Background papers:</b>	Council Constitution; and Prospective Candidate Recruitment Packs

## 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	'Fit for purpose' Independent Persons.	The Council fails to appoint any Independent Persons who are 'fit for purpose'.	2	1	2	↔	Robust recruitment process judging applications against clear criteria.	Monitoring Officer
2	No acceptance of appointment or failure to see out their term of appointment.	The prospective Independent Persons may fail to accept the appointment or resign from the role before May 2015.	1	2	2	↔	Interview addressed this potential risk in clarifying the role as part of the process.	Monitoring Officer

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Direction of travel symbols ↓ ↑ ↔

<b>NAME OF COMMITTEE</b>	<b>Council</b>
<b>DATE</b>	<b>21<sup>st</sup> May 2013</b>
<b>REPORT TITLE</b>	<b>Okehampton Business Improvement District (BID) proposal</b>
<b>Joint Report of</b>	<b>Head of Finance and the Economy Manager</b>
<b>WARDS AFFECTED</b>	<b>Okehampton Wards</b>

**Summary of report:**

This report summarises progress made by the Okehampton Business Improvement District (BID) Association in taking forward the proposal to establish a BID in Okehampton town centre. It outlines the support required from the Borough Council and implications in the lead up to the ballot and thereafter, if successful. It also asks if Members are willing to offer a loan facility to the group over the next 3 years.

**Financial implications:**

The set up costs will be minimal as the procedures are already in place for the Tavistock BID. The ballot will cost approximately £1,500 and there will be on-going revenue costs of £2,200 which may be recharged to the BID company. The revenue costs for the first year of the Tavistock BID were met by the Council and were funded from the balance of the Local Authorities Business Growth Incentive Earmarked (LABGI) Reserve. The Council may wish to consider providing the first year of support to the Okehampton BID at a cost of £2,200, to the Council. The remainder of LABGI funds are now committed and therefore any contribution to the Okehampton BID will need to be met from unearmarked reserves.

An annual BID levy of £500 will be due in respect of the Council's properties within the BID area. It is hope that some of this additional cost will be offset by additional car parking revenue generated by the BID proposals to bring additional visitors to Okehampton.

A loan of £8,000 from the Borough Council has been requested, repayable over a three year period.

**RECOMMENDATIONS:**

It is recommended that:

1. Members express their support for the establishment of a Business Improvement District (BID) in Okehampton, by agreeing to fund the BID ballot and year one of the support costs at a total cost of £3,700 from unearmarked reserves;

2. the Chief Executive be authorised, in consultation with the Chairman and Vice Chairman of the Resources Committee, to formally consider the BID Business Plan and vote in support of the proposal, if appropriate in the BID Ballot; and.
3. Members agree to the loan request of £8,000 to Okehampton Business Improvement District (BID) Association repayable over three years (subject to an interest rate of 1% above the Base Rate, currently 1.5% for that period).

**Officer contacts:**

Carolyn Haynes Chief Revenue Accountant, 01822 813643 or on [chaynes@westdevon.gov.uk](mailto:chaynes@westdevon.gov.uk)

Robert Plumb, Economic Development Officer, 01822 813620 or on [rplumb@westdevon.gov.uk](mailto:rplumb@westdevon.gov.uk)

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**1. BACKGROUND**

- 1.1 The aim of a Business Improvement District (BID) is to implement a 5 year programme to improve trading conditions within a defined area (usually a town centre) through the payment of an additional levy based on a percentage of the business rates for the premises within that area or district.
- 1.2 A BID Association was established 2 years ago and since then they have consulted with local businesses in and around the town centre, both on which area to target the BID on and what they wanted in terms of improvements and projects to be included in the Business Plan. A Draft Plan has been produced and the group now wish to move towards a ballot in June/July this year. A copy of what they aim to achieve over the next 5 years is outlined at Annex A.
- 1.3 A similar scheme was established in Tavistock in 2011 and at the time the Borough Council supported and helped facilitate the establishment of the scheme. As with the Tavistock BID, the Borough Council has provided funds of up to £8,000 from the Economic Grant scheme to assist the development of the BID proposal. Further funds have been provided through the Devon County Council member's Locality Budget, from the Lottery, GD LEAF and from the Okehampton Town Council and Chamber of Trade.
- 1.4 The BID process was outlined in the report to the Strategies and Resources Committee in March 2011 including the responsibilities of the local authority to supervise the ballot and ensure the business rates are collected in the event of a successful ballot result. The further implications in this case are outlined below for Members' consideration.
- 1.5 In addition the Association has requested a loan facility of up to £8,000 to cover cash flow requirements caused by the payment in arrears of grant funding secured towards the cost of the development phase (up to the stage of holding a ballot in June/July this year).



## **2. ISSUES FOR CONSIDERATION**

2.1 The legislation requires the Council to carry out certain tasks in the development and implementation of a BID proposal.

- Formal consideration of the Business Plan to ensure it complies with the BID legislation, ensuring it does not conflict with any Council policies and that it does not place any significantly disproportionate financial burden on any person or classes of persons through manipulation of geographic boundary or being inequitable.
- Once the Business Plan has been approved by the Council it can issue a formal notification of the BID ballot.
- The Council's returning officer, or an appropriate organisation (such as the Electoral Reform Society) must conduct the ballot.
- The Council must also set up the necessary systems to enable collection and enforcement of the BID levy and the establishment of a BID revenue account for the collection, which is then passed to the BID Association to implement the proposals in line with its Business Plan.
- The Council also owns various properties within the proposed BID area. It is therefore a potential BID levy payer and therefore eligible to vote in the ballot. As such the BID proposal should accord with the Council's economic development and any other relevant policies.
- Many local authorities also waive the initial and annual costs of administering the collection of the levy as a further way of supporting businesses in their local area. This also enables a greater proportion of the BID levy to be spent on implementing projects within the scheme. The Council waived the first £4,000 of these costs for the Tavistock BID and the costs were met from the LABGI reserve.

2.2 A number of the funders who have offered their support during the development phase only provide funding in arrears. Therefore, to progress the scheme to a ballot later this year, the BID Association requires a cash-flow provision set against the funding offers they have received, which are as follows:

WDBC (ED Grant)	£8,000
DCC (Locality Budget)	£4,000
Lottery	£9,500
Okehampton Town Council	£500
Okehampton Chamber	£500
GD LEAF	£21,000
<b>TOTAL</b>	<b>£43,500</b>

2.3 The Borough Council has already paid its contribution through the ED Grant scheme in full. Any decision by the Borough Council regarding this loan request is without prejudice to the other matters outlined above.

## **3. LEGAL IMPLICATIONS**

3.1 The ability to set up a BID is set out in Statutory Instrument 2004 No. 2443 of the Business Improvement Districts (England) Regulations 2004.

- 3.2 The regulations require that a formal notice of ballot is issued at least 42 days before the ballot date. In addition it is required that the local authority formally considers the BID proposal to ensure that it meets the requirements of the Regulations prior to issuing the notice of ballot. They can only veto the proposal if
- It materially conflicts with a policy of the authority
  - It places a significantly disproportionate financial burden on any person or classes of person through manipulation of the geographic boundary or being inequitable
- 3.3 It is requested that, subject to full consideration of the final Business Plan and delegation of approval to the Chief Executive, in consultation with the Chairman and Vice Chairman of the Resources Committee, the Council votes in support of the BID proposal at the ballot.
- 3.4 It should be noted that should the ballot result in a yes vote, the Business Plan will become the legally binding framework within which the BID operates.
- 3.5 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.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 If the BID succeeds there are financial implications for the Council as follows:-
- The ballot: The Council can only recover the costs of a ballot if less than 20% vote in favour of the proposal and the Secretary of State declares the ballot void. These are estimated at £1,500 in this case.
  - There are minimal set up costs as the procedures are already in place for the Tavistock BID. The actual costs were far less than originally estimated and amounted to officer time spent on implementation through an existing system.
  - Maintenance of the BID collection will require on-going resources from Revenue and Benefits and Finance services. The ongoing revenue costs are in the region of £2,200, but it is proposed that these costs will be recharged to the BID Association from year two onwards. This figure includes the support costs, postage and an estimate to cover staff costs. The first year of the Tavistock BID support costs were funded from the LABGI reserve at a cost to the Council of £4,000. Members may wish to consider offering similar support to the Okehampton BID for the first year of operation. Unfortunately there are no more funds available in the LABGI budget and therefore the costs (up to £3,700) will need to be met from unearmarked reserves.
- 4.2 In terms of the loan facility the Okehampton BID Association has confirmed that details of two guarantors can be provided for the full amount of the loan and that these will be subject to confirmation by Borough Council Finance officers.

4.3 Therefore in summary there are on-going costs of £500 and a one-off cost of £3,700 for the first year's support costs and the cost of the BID ballot. Future years will be recharged to the BID Association.

## 5. RISK MANAGEMENT

5.1 The risk management implications are outlined in Annex B below:-

<b>Corporate priorities engaged:</b>	Economy
<b>Statutory powers:</b>	Statutory Instrument 2004 No, 2443 of the BID Regulations 2004; and  Section 1 of the Localism Act 2011
<b>Considerations of equality and human rights:</b>	N/A
<b>Biodiversity considerations:</b>	N/A
<b>Sustainability considerations:</b>	This will form one of the criteria for assessment of the Business Plan.
<b>Crime and disorder implications:</b>	This will form part of the consideration of the Business Plan
<b>Background papers:</b>	<i>Report of Head of Finance to Strategy and Resources Committee "Tavistock Business Improvement District" March 2011</i>
<b>Appendices attached:</b>	<i>Annex A ; Okehampton BID aims Annex B; Strategic Risk Assessment</i>

## **Okehampton BID**

Overall aim:

To improve the vitality and viability of the Okehampton BID

### **Supporting BID businesses**

We want to make sure that contributing to the BID represents a good investment for the businesses. The BID company will work to provide discounts on goods and services for BID businesses, giving an immediate return on the BID levy. Increasing trading between businesses in the BID will be encouraged.

Aims:

- reduce costs for BID businesses by negotiating discounts on a range of goods and services
- increase the amount of business to business trading in the BID area

### **Marketing and Promotion**

The results from the survey of BID ideas and our discussions with businesses have shown that marketing and promotion must be a central part of the BID business plan. In January 2013 Okehampton Chamber of Trade appointed a Town Events Manager to work with businesses to bring in additional trade by supporting existing events and developing new ones. The Chamber has funds to pay for this work up to December 2013, after which its future is uncertain. BID funding will be used to ensure that this excellent initiative continues for 5 years. The work of the Town Events Manager is at the core of the marketing and promotion projects. Proposals for the first two years are set out – we will review activity each year to inform the development of plans for subsequent years.

Aims:

- increase the number of people from the catchment area visiting the town regularly
- increase awareness of the goods and services provided by Okehampton businesses
- Increase the spend in Okehampton from day visitors and those staying in the area

### **Parking and traffic**

Car parking and traffic issues were the most frequently raised during our discussions with businesses. Improvements can only be achieved by influencing and working with the local authorities. A BID company with over 150 members will be able to speak with a strong voice and will have some funds available to encourage the trial of new ideas.

Aims:

- trial periods of subsidised car parking charges to encourage additional footfall and dwell time in support of BID businesses
- ensure that the views of BID businesses are sought and listened to as ideas affecting parking and traffic are developed

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**ANNEX B**

**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	Loan default	That the BID Association are unable to re-pay the loan within the agreed timescales or default for any other reason	4	1	4	↔	The BID Association have secured offers of funding to cover the amount of the loan requested and they should be able to re-pay the funds within 6 months of completing this phase.	Head of Finance
2	Other Financial issues	Cost of holding the ballot and collecting the levy exceeds current expectations	4	1	4	↔	With the experience gained in administering the ballot and collection of the levy for Tavistock BID the risk should be minimized.	Head of Finance
3	Reputational	Failure to support the BID proposal	5	1	5	↔	It is unlikely that the BID proposal will conflict with existing Council policies since there has been ongoing liaison with the BID Association during the development phase. A further adjustment to the Business Plan if there were any issues will be negotiated.	CE/ Economy Manager
4	Legal issues	Failure to follow the correct procedures	5	1	5	↔	Again, the experience gained during the process of administering and implementing the Tavistock BID process should ensure this does not occur.	Legal Services

Direction of travel symbols ↑ ↓ ↔





# Agenda Item 3

At the Annual Meeting of the **WEST DEVON BOROUGH COUNCIL** held in the **COUNCIL CHAMBER, KILWORTHY PARK, TAVISTOCK** on **TUESDAY** the **21<sup>st</sup>** day of **MAY 2013** at **11.00am** pursuant to Notice given and Summons duly served.

**Present** Cllr C R Musgrave – The Mayor (In the Chair)

Cllr S C Bailey	Cllr R E Baldwin
Cllr K Ball	Cllr M J R Benson
Cllr W G Cann OBE	Cllr A Clish-Green
Cllr D W Cloke	Cllr M V L Ewings
Cllr C Hall	Cllr T J Hill
Cllr D M Horn	Cllr L J G Hockridge
Cllr A F Leech	Cllr C M Marsh
Cllr J R McInnes	Cllr J B Moody
Cllr N Morgan	Cllr D E Moyse
Cllr R J Oxborough	Cllr T G Pearce
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 D Whitcomb	Cllr D M Wilde

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

## **CM 1 APPOINTMENT OF MAYOR**

Cllr P R Sanders moved the appointment of Cllr W G Cann OBE as Mayor for the ensuing year and Cllr R F D Sampson 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 Cllr W G Cann OBE be appointed Mayor for the ensuing year”.

The retiring Mayor and newly elected Mayor left the Council Chamber so that Cllr W G Cann OBE could be invested with the civic regalia. The retiring Mayoress, Mrs Musgrave, also invested Mrs Cann with the Mayoress' Badge of Office.

Upon returning to the Council Chamber, the newly elected Mayor, Cllr W G Cann OBE, made the declaration of Acceptance of Office, signed the Register and addressed the Council.

Cllr W G Cann OBE then chaired the rest of the meeting.

Cllr L J G Hockridge proposed a vote of thanks to the retiring Mayor. The proposition was seconded by Cllr R E Baldwin.

Cllr W G Cann OBE then invested Cllr C R Musgrave and Mrs Musgrave with the Past Mayor's and Past Mayoress's Medallions.

The retiring Mayor, Cllr C R Musgrave proceeded to address 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:

Cllr C M Marsh	proposed:	Cllr C R Musgrave
	seconded:	Cllr K Ball

There being no other nominations it was declared to be **CARRIED** and **"RESOLVED** that Cllr C M Marsh 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 Cllr C M Marsh with the Deputy Mayor's Insignia.

Cllr C M Marsh then addressed the Council.

**CM 3 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs M E Morse and E H Sherrell.

**CM 4 DECLARATION OF INTEREST**

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

**CM 5 CONFIRMATION OF MINUTES**

It was moved by Cllr P R Sanders, seconded by Cllr R E Baldwin and upon the motion being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that the Council agree the Minutes of the 16 April 2013 Council Meeting as a true record".

**CM 6 COMMUNICATIONS FROM THE MAYOR**

The Mayor had no communications to bring forward.

**CM 7 BUSINESS BROUGHT FORWARD BY OR WITH THE CONSENT OF THE MAYOR**

The Mayor advised that he agreed for one item of urgent business to be presented to the meeting. The item related to findings in relation to the recent Two Committee pilot review and was deemed urgent in light of the constitutional implications of the proposals.

The following motion was then moved by Cllr P R Sanders and seconded by Cllr R E Baldwin:-

‘That from the present day and until the Two Committee Pilot is determined again by Council in December 2013, (unless superseded by events related to the electoral review, given the need to review and determine future governance arrangements):

1. all matters relating to Strategic Planning be referred to the Resources Committee, not the Community Services Committee; and
2. the Chairman of the Resources Committee be allocated a seat on the Community Services Committee and the Chairman of the Community Services Committee be allocated a seat on the Resources Committee.

The Monitoring Officer be asked to make the appropriate amendments to the Constitution.’

In discussion, some Members expressed their disquiet regarding the motion. In so doing, some Members commented that:-

- the purpose of recommendation 1 was to reduce the burden on the Chairman of the Community Services, yet this would be negated by recommendation 2;
- nominations to the Resources and Community Services Committees had been based upon Strategic Planning remaining a Community Services Committee function; and
- they had not been aware of these important proposals prior to them being tabled to the meeting.

In reply, the Leader stated that the Council had tasked the Chairmen and Vice-Chairmen of the Resources and Community Services with considering a revision of the current working arrangements to ensure a more even spread of workload. A great deal of consideration had been given to this difficult task and it was felt that this was the best possible solution. However, since the Two Committee Structure was to be reviewed again this year, it was acknowledged that this was a temporary solution to what had been recognised as being a real problem.

As a consequence of these concerns, it was moved by Cllr A Clish-Green and seconded by Cllr M V L Ewings and upon the motion being submitted to the Meeting was declared to be **CARRIED** (by virtue of the Mayors Casting Vote) and “**RESOLVED** that a decision on this matter should be deferred”.

## CM 8

### **ADOPTION OF THE COUNCIL’S CONSTITUTION**

It was moved by Cllr P R Sanders, seconded by Cllr R E Baldwin 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 2013/2014.

## **CM 9 MINUTES OF COMMITTEES**

### **a. Audit Committee – 23 April 2013**

It was moved by Cllr D K A Sellis, seconded by Cllr J B Moody and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 23 April 2013 meeting be received and noted, with the exception of Unstarred Minutes AC 35 and AC 36”.

In respect of the Unstarred Minutes:

#### **i. AC 35 – Internal Audit Plan – 2013/14**

It was moved by Cllr D K A Sellis, seconded by Cllr J B Moody and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the report together with its appendix be approved and adopted as presented to the Committee.”

#### **ii. AC 36 – Progress Against the 2012/13 Internal Audit Plan**

It was moved by Cllr D K A Sellis, seconded by Cllr J B Moody and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the report and its three appendices be received and noted as presented to the Committee.”

### **b. Community Services Committee – 30 April 2013**

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 30 April 2013 meeting be received and noted”.

## **CM 10 PAYMENT OF MAYOR & DEPUTY MAYOR ALLOWANCES**

It was moved by Cllr R E Baldwin, seconded by Cllr C R Musgrave and upon the motion being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Mayor and Deputy Mayor Allowance remain at £3,000 and £825 per annum respectively”.

## **CM 11 APPOINTMENT OF LEADER AND DEPUTY LEADER OF THE COUNCIL**

### **a. Leader**

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

**b. Deputy Leader**

It was moved by Cllr M J R Benson, seconded by Cllr R J Oxborough and upon the motion being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that Cllr 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 Cllr J R McInnes, 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 Leader and Deputy Leader Allowance remain at £12,277.44 and £10,231.20 per annum respectively”.

**CM 13 REPORT OF THE FORMATION OF POLITICAL GROUPS**

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

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

together with one Ungrouped Member.

**CM 14 COMMITTEE STRUCTURE**

It was moved by Cllr P R Sanders, seconded by Cllr R E Baldwin 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	5 Members
Community Services	10 Members
Overview & Scrutiny	10 Members
Planning & Licensing	10 Members
Resources	11 Members
Standards	9 Members

with all of the appointments to the above Committees being politically balanced”.

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

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

- (i) Resources Committee – Cllr E H Sherrell

CM 16

## **APPOINTMENT OF CHAIRMEN AND VICE CHAIRMEN OF COMMITTEES**

### **(i) Audit Committee**

#### **a. Chairman**

It was proposed by Cllr P R Sanders, seconded by Cllr R E Baldwin and upon being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that Cllr D K A Sellis be appointed for the ensuing year".

#### **b. Vice Chairman**

Two nominations were put forward to be Vice Chairman of the Audit Committee:

1. It was moved by Cllr P R Sanders and seconded by Cllr R E Baldwin that Cllr K Ball be appointed as Vice Chairman of the Audit Committee.
2. It was moved by Cllr R F D Sampson and seconded by Cllr T G Pearce that Cllr J B Moody be appointed as Vice Chairman of the Audit Committee.

Before the vote was taken, it was proposed by Cllr M V L Ewings, seconded by Cllr T G Pearce 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 Cllr J B Moody be appointed as the Vice Chairman of the Audit Committee 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 Cllr P R Sanders and seconded by Cllr R E Baldwin that Cllr R J Oxborough be appointed as Chairman of the Community Services Committee.

2. It was moved by Cllr T G Pearce and seconded by Cllr N Morgan that Cllr R F D Sampson be appointed as Chairman of the Community Services Committee.

Before the vote was taken, it was proposed by Cllr A Clish-Green, seconded by Cllr M V L Ewings 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 Cllr R J Oxborough be appointed as the Chairman of the Community Services Committee for the ensuing year.

**b. Vice Chairman**

It was proposed by Cllr M V L Ewings, seconded by Cllr T G Pearce and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that Cllr R F D Sampson be appointed for the ensuing year".

**(iii) Overview & Scrutiny Committee**

**a. Chairman**

It was proposed by Cllr R F D Sampson, seconded by Cllr A F Leech and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that Cllr M V L Ewings be appointed for the ensuing year".

**b. Vice Chairman**

It was proposed by Cllr R F D Sampson, seconded by Cllr A F Leech and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that Cllr D E Moyse be appointed for the ensuing year".

**(iv) Planning & Licensing Committee**

**a. Chairman**

It was proposed by Cllr P R Sanders, seconded by Cllr R E Baldwin and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that Cllr 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 Cllr P R Sanders and seconded by Cllr R E Baldwin that Cllr M J R Benson be appointed as Vice-Chairman of the Planning and Licensing Committee.
2. It was moved by Cllr M V L Ewings and seconded by Cllr T G Pearce that Cllr L J G Hockridge be appointed as Vice-Chairman of the Planning and Licensing Committee.

Before the vote was taken, it was proposed by Cllr T G Pearce, seconded by Cllr 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 Cllr M J R Benson 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 Cllr J R McInnes, seconded by Cllr R E Baldwin and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that Cllr P R Sanders be appointed for the ensuing year".

**b. Vice Chairman**

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

**(vi) Standards Committee**

**a. Chairman**

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



**b. Vice Chairman**

It was proposed by Cllr P R Sanders, seconded by Cllr R E Baldwin and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that Cllr D M Horn 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.

It was then proposed by Cllr P R Sanders, seconded by Cllr 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 2013/14 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**

It was proposed by Cllr P R Sanders, seconded by Cllr R F D Sampson and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that the appointments be endorsed 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:-

Cllr L J G Hockridge (Independent)  
Cllr C M Marsh (Conservative)  
Cllr D E Moyse (Conservative)

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

**CM 20 APPOINTMENT OF INDEPENDENT PERSONS**

Members considered a report which approved the appointment of three Independent Persons in order to assist the Council in promoting and maintaining high standards of conduct amongst its elected Members and town and parish councillors.

It was then moved by Cllr J R McInnes, seconded by Cllr M V L Ewings and upon the motion being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that:

1. with immediate effect, Mrs Victoria Spence, Mr George Barnicott and Mr Martin Gleed be appointed as the Council’s Independent Persons for the period to the date of the Annual Council meeting in May 2015; and
2. each of the Independent Persons be entitled to receive a fixed allowance of £500 per annum, together with reimbursement of travel and subsistence expenses”.

**CM 21            OKEHAMPTON    BUSINESS    IMPROVEMENT    DISTRICT    (BID)  
PROPOSAL**

The meeting was asked to consider a report which summarised progress made by the Okehampton Business Improvement District (BID) Association in taking forward a proposal to establish a BID in Okehampton town centre.

It was then moved by Cllr R J Oxborough, seconded by Cllr M J R Benson and upon the motion being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that:

1. support be expressed for the establishment of a Business Improvement District (BID) in Okehampton, with agreement being granted to fund the BID ballot and year one of the support costs at a total cost of £3,700 from unearmarked reserves;
2. the Chief Executive be authorised, in consultation with the Chairman and Vice-Chairman of the Resources Committee, to formally consider the BID Business Plan and vote in support of the proposal, if appropriate, in the BID ballot; and
3. a loan request of £8,000 to Okehampton Business Improvement District (BID) Association repayable over three years (subject to an interest rate of 1% above the Base Rate, currently 1.5% for that period) be agreed.”

**CM 22            COMMON SEAL**

A copy of the documents signed by the Mayor during the period 27 March 2013 and 7 May 2013 was attached to the agenda (page 29 refers) and noted by the Meeting.

It was moved by Cllr R F D Sampson, seconded by Cllr M V L Ewings 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 12.55 pm)

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**Mayor**

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