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WEST DEVON COUNCIL - TUESDAY, 13TH MAY, 2014

Agenda, Reports and Minutes for the meeting

Agenda No Item

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

2. **Reports**

Reports to Council:

a) Item 20 - To receive the report of the Independent Panel on Members' Allowances
 (Pages 7 - 14)

3. **Minutes** (Pages 15 - 26)

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8. To adopt the Council's Constitution
A copy of the Constitution can be found at 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 consider the following question submitted under Council Procedure Rule 21:

Question received from Mrs J Coulthard

'In the event of the regrettable closure of Meadowlands swimming pool, will this council give a guarantee that all facilities now at Meadowlands will be available elsewhere, i.e.:

*Mother and toddler splash;
General swimming;
Swim club;
Adult swimming lessons;
Children's swimming lessons;
School swimming;
Aquafit;
50+ Aquafit; and
Fun sessions.*

We would like a clear indication of the council's views for the proposed facilities at Kelly College please.'

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 11th February 2014

20

Unstarred Minutes to agree

Members are recommended to agree:

AC 32 Treasury Management Strategy for 2014/15 to 2016/17, Minimum Revenue Provision Policy Statement and Annual Investment Strategy for 2014/15

RECOMMENDS that Council approves the:

- (i) Prudential Indicators and Limits for 2014/2015 to 2016/2017 contained within Appendix A;
- (ii) Minimum Revenue Provision (MRP) Statement contained within Appendix A which stated the Council's policy on MRP;
- (iii) Treasury Management Strategy 2014/2015 to 2016/2017 and the Treasury Prudential Indicators contained within Appendix B; and,

- (iv) Investment Strategy 2014/2015 contained in the Treasury Management Strategy in Appendix B and the detailed criteria included in Appendix C.

AC 33 Third Quarter Prudential Indicator and Treasury Management Monitoring Report 2013/2014

RECOMMENDS that Council notes the report and the treasury activity and puts forward any recommendation for changes to the prudential indicators.

Meeting held on 15th April 2014

24

Unstarred Minutes to agree

Members are recommended to agree: (below)

AC 39 Annual Review of the Council's Constitution

RECOMMENDS that:

- (i) the proposed amendments to the West Devon Borough Council Constitution as summarised above and in paragraph 2 of the Officers' joint report and highlighted on the Council's web site be approved and adopted; and,
- (ii) Community Engagement and Corporate Planning Framework be transferred from the Community Services Committee to the Resources Committee to enable one committee only to consider the new 'Our Plan' which will replace the Connect Strategy and which will draw together service areas currently under the remit of the separate committees.

(NOTE. the above item appears under Agendum 8 above).

AC 41 Internal Audit Plan – 2014/2015

RECOMMENDS that the Internal Audit Plan for 2014/2015 as presented at Appendix A, be approved and adopted.

AC 43 Internal Audit – Progress against the 2013/2014 Plan

RECOMMENDS that the report be noted.

AC 46 Strategic Risk Assessment – 6 Monthly Update

RECOMMENDS that the report and the Appendix be received and noted as presented.

(ii) **Community Services Committee**

Meeting held on 11th March 2014

30

Unstarred Minutes to agree

Members are recommended to agree:

CS 33 Tavistock WHS Key Centre

RECOMMENDS that Council nominates a Member representative to attend the Tavistock Key Centre Partnership.

CS 35 Street Naming & Numbering – Policy and the Introduction of Charging

RECOMMENDS that Council:

1. adopts sections 64 and 65 of the Town Improvement Clauses Act 1847 (in relation to numbering only);
2. approves and adopts the West Devon Street Naming & Numbering policy as presented at Appendix A subject to Ward Member consultation being included; and,
3. approves the introduction of charging for the discretionary element of the Street Naming & Numbering service, i.e:
 - (i) £21 per property for changes to house names;
 - (ii) £37 per property for changes to street names;
 - (iii) £36 per property for new developments (notification process only); and,
 - (iv) reviews these charges annually.

CS 39 West Devon Car Parking Strategy

RECOMMENDS that a West Devon Car Parking Strategy Group be formally established and appointed at the Annual Meeting of the Council in May 2014

(NOTE. the above item appears under Agendum 19 below).

(iii) Overview & Scrutiny Committee	
Meeting held on 18 th March 2014	36
(iv) Planning & Licensing Committee	
Meeting held on 4 th March 2014	42
Meeting held on 14 th March 2014 – Licensing Sub-Committee	56
Meeting held on 1 st April 2014	58
(v) Resources Committee	
Meeting held on 29 th April 2014	68

Unstarred Minutes to agree

Members are recommended to agree:

RC 44 Our Plan

RECOMMENDS that Council approve the principle of ‘Our Plan’ being the single, over-arching strategic plan for the West Devon Borough Council.

RC 47 Risk Based Verification Policy

RECOMMENDS that Council be requested to approve the Risk Based Verification Policy as set out in the exempt Appendix 1 to the presented report.

(vi) Standards Committee	
Meeting held on 11 th February 2014	72

13. To appoint a Leader and Deputy Leader of the Council for the ensuing year
14. To report on the composition of political groups
15. 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.

16. 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.
17. To appoint the Chairman and Vice-Chairman to the Committees of the Council
18. To appoint representatives to the list of Outside Bodies for the ensuing year.
19. To appoint representatives to the list of Other Groups for the ensuing year
20. To receive the report of the Independent Panel on Members' Allowances 75
21. To order the affixing of the Common Seal for the ensuing year in that the Mayor and the Executive Directors (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 Executive Director during the period 12th February 2014 to 23rd April 2014 is attached. 81

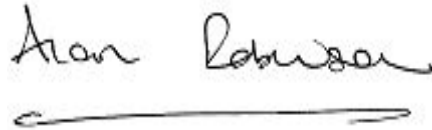
PLEASE NOTE: A Procedural Note will be published and circulated prior to Council's Annual Meeting and this will include information to enable full consideration of agenda items 13, 14 and 16 to 19.

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 2nd day of **May 2014**

A handwritten signature in black ink that reads "Alan Lawson". The signature is written in a cursive style and is underlined with a single horizontal stroke.

Executive Director (Communities) & Head of Paid Service

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WEST DEVON BOROUGH COUNCIL

AGENDA
ITEM
20

NAME OF COMMITTEE	ANNUAL COUNCIL
DATE	13 May 2014
REPORT TITLE	Members' Allowances 2014/15 – Interim Review
Report of	The Independent Panel on Members' Allowances
WARDS AFFECTED	All

Summary of report:

To consider a report which presents the views of the Independent Panel on Members' Allowances and, as a consequence, which seeks to determine the new Scheme of Members' Allowances for the 2014/15 financial year.

Financial implications:

If Council supports the recommendations of the Independent Panel, there will be a consequent budget saving of £4,235.94. This saving is generated from the proposal to apply a minimum size threshold to a Group (at least 8 Members) to enable a Group Leader the ability to claim a Special Responsibility Allowance.

RECOMMENDATION:

That the Council RESOLVES that:-

- 1. the revised Schedule A: Basic and Responsibility Allowances 2014/15 (as shown at presented Appendix A) be adopted with immediate effect and be in place until the Annual Council meeting in May 2015;**
- 2. a provision be formally adopted in relation to claiming travel and/or subsistence for attendance at a conference, course, seminar or other event whereby reimbursement as an 'Approved Duty' must be signed off by the Leader of Council and the Leader of the Main Minority Group;**
- 3. the Panel recommendations on allowances payable to members of town and parish councils be noted; and**

3. on behalf of the Council, a letter of thanks be sent to the Panel members for their thirteen years of service on the Panel.

Officer contact:

Darryl White, Democratic Services Manager. Tel (01803) 861247

1. BACKGROUND

- 1.1 In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003, it is a requirement that any changes to a Council's Scheme of Members' Allowances are considered initially by an Independent Panel appointed for that purpose, which then makes recommendations to the Council.
- 1.2 The Council's Independent Panel comprises of:-
 - Mike Leece – Independent Business Consultant;
 - Brian Medhurst – former Executive Director, Prudential Corporation (Panel Chairman); and
 - Caroline Mitchell – Independent Consultant Solicitor.
- 1.3 The Panel has been tasked with undertaking an interim review into the following issues:-
 - Whether or not the Basic Allowance should be increased?
 - Whether the current list of roles entitled to claim a Special Responsibility Allowance (SRA) should be amended?
 - Should any of the multipliers applied to the SRAs be amended?
 - Should a process for claiming travel and subsistence allowances as 'approved duties' be formally approved?
 - Should a parish basic allowance be recommended and, if so, at what rate?
- 1.4 The Panel proceeded to meet to discuss these issues in February 2014. Whilst this meeting was attended by the Democratic Services Manager, the Panel did not wish to be joined by any Members.

2. ISSUES FOR CONSIDERATION

Basic Allowance for 2014/15

- 2.1 When last considering this issue (in 2012), the Panel's recommendation to freeze the Basic Allowance at that time was strongly influenced by the economic climate and in particular the freeze on staff salaries. As a consequence, the recommendation then was that there should be no increase in the Basic Allowance until the freeze on staff salaries was lifted.

- 2.2 Having been informed that the staff had been in receipt of a 1% salary increase for 2013/14, the Panel felt it now to be justified to make an increase in the Basic Allowance and that it would be fair and consistent to set this at the same level.
- 2.3 If agreed by the Council, this will result in the Basic Allowance being increased by £40.92 from £4,092.48 to **£4,133.40**.
- 2.4 Whilst noting that this would still result in the Basic Allowance being lower than a number of other local authorities in Devon, the Panel felt that this is offset by the Council decision to introduce a somewhat generous IT Allowance.
- 2.5 Finally, the Panel consider that any further adjustment to the Basic Allowance should be best left for consideration during the next comprehensive review, which will be required before the May 2015 local elections.

Special Responsibility Allowances (SRA)

- 2.6 A principle that the Panel has followed consistently since their initial report was produced in 2001 is that Members should be restricted to receiving only one SRA. The Panel remain of this view.
- 2.7 A second principle that the Panel has consistently applied is that SRAs should only be paid for 'significant additional responsibilities'. As a consequence, the Panel has not recommended payment of a SRA to Vice Chairmen of Committees. The one exception to this principle is the recommendation to continue to recognise that the Deputy Leader of Council, who is also Vice Chairman of the Resources Committee, should be entitled to claim a SRA. To avoid any confusion, the Panel wish to clarify that this recommendation is made in light of the combined role and to reflect the overall scale of responsibility being carried out. The Panel also wish to stress that this is not intended to suggest a departure from the general principle of not making payments to Committee Vice Chairmen.
- 2.8 In respect of the current schedule of SRAs referring to 'Leaders of the other 2 political groups', the Panel note that there has been an increase in the number of political groups. The Panel has taken into account the Guidance that 'where one political group is in control, the authority must make provision for the payment of a SRA to at least one Member of a Minority Group'. In coming to a recommendation, the Panel had to decide what constituted a 'Minority Group' and came to the judgement that the scale of responsibility to merit receipt of a material SRA should require a minimum size of 8 Members within that Group.
- 2.9 The Panel confirmed that it is content to recommend that the existing multipliers applied to SRAs are retained and considered again during the next review.
- 2.10 The Panel also remain of the view that the Civic (Mayor and Deputy Mayor) Allowances should be kept separate from the list of SRAs. The Panel consider that civic responsibilities should be considered, and rewarded, separately from

general council responsibilities. Therefore, in the event that either the Mayor or Deputy Mayor should qualify for one of the listed SRAs through Council responsibilities, it was considered right that they should not be prevented from receiving the relevant SRA in addition to their Civic Allowance.

Travel and Subsistence Allowances

- 2.11 The Panel was asked to consider whether it was happy to support a provision being included in the list of approved duties for Travelling and Subsistence within the Allowances Scheme, whereby reimbursement for attendance at conferences, courses, seminars and events must be 'signed off' by both the Leader of Council and the Leader of the Main Minority Group. This suggestion was made in light of some Member confusion around the definition of an 'Approved Duty' (e.g. when Members were (and were not) able to be reimbursed for attendance at a conference, course, seminar or event).
- 2.12 Since this is deemed to be an internal Council procedure, the Panel did not wish to make a recommendation in this regard. However, to enable clarity and consistency for Members, officers are recommending that this provision be approved and built into the Scheme.

Town and Parish Council Allowances

- 2.13 The Panel also acts in the capacity of the Parish Remuneration Panel in making recommendations on allowances payable to members of town and parish councils. Payments of allowances in this regard are discretionary.
- 2.14 When the Panel last considered this issue in 2010, it was of the view that only those towns and parishes with a budget of over £50,000 should be eligible to claim a Basic Allowance of up to £300 and a Chairman's Allowance of up to £750.
- 2.15 For the same reasons as given in recommending an increase to the Basic Allowance for Borough Council Members Allowance, the Panel again felt that any increase in Town and Parish Council Allowances should be limited to the same 1% ceiling.

Postscript

- 2.16 In their concluding remarks, the three Panel members have given notice that they are not willing to serve beyond the end of 2014, except in a consultative capacity.
- 2.17 Panel Members would like to put on record that they have all enjoyed working with the Council over the last thirteen years, but feel it is now the right time to make a complete change in time for the next full review in 2015 in order to allow a fresh look at the overall Scheme of Members' Allowances.

3. RISK MANAGEMENT

The risk management implications are shown at the end of this report in the Strategic Risks Template.

Corporate priorities engaged:	None directly related to this report.
Statutory Powers	The Local Authorities (Members' Allowances)(England) Regulations 2003.
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:	The Council Constitution The Local Authorities (Members' Allowances)(England) Regulations 2003.
Appendices attached:	A: Copy of Schedule A of the Basic and Special Responsibility Allowances for 2014/15.

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	Statutory Requirement	The Council has a statutory requirement to adopt a Scheme of Allowances and to consider the recommendations of its Independent Panel in doing so.	2	1	2	↔	In making its decision, the Council pays due attention to the recommendations of the Panel.	Democratic Services Manager

Direction of travel symbols ↓ ↑ ↔

SCHEDULE A

Basic and Responsibility Allowances 2014/15 – Draft

Role	Multiple of Basic Allowance	Basic Allowance £ per annum	Special Responsibility Allowance £ per annum	£ Total
Basic Allowance (all elected Members)		4,133.40		4,133.40
Special Responsibility Allowances				
Leader of the Council, Chairman of Resources and leader of the largest political group	Basic x 200%	4,133.40	8,266.80	12,400.20
Deputy Leader and Vice Chairman of Resources	Basic x 150%	4,133.40	6,200.10	10,333.50
Leaders of other political groups with a membership of at least 8 members	Basic x 50%	4,133.40	2,066.70	6,200.10
Chairman of Audit	Basic x 90%	4,133.40	3,720.06	7,856.46
Chairman of Community Services Committee	Basic x 150%	4,133.40	6,200.10	10,333.50
Chairman of Planning and Licensing	Basic x 120%	4,133.40	4,960.08	9,093.48
Chairman of Overview and Scrutiny	Basic x 90%	4,133.40	3,720.06	7,853.46

These are the proposed figures for 2014/15

Civic allowances (see paragraph 7 of the Scheme)

Civic Duty	£ Allowance
Mayor	3,000
Deputy Mayor	825

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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 **13th** day of **MAY 2014** at **11.00am** pursuant to Notice given and Summons duly served.

Present Cllr W G Cann OBE – The Mayor (In the Chair)

Cllr S C Bailey	Cllr R E Baldwin
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 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 M E Morse	Cllr D E Moyse
Cllr C R Musgrave	Cllr R J Oxborough
Cllr T G Pearce	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

Head of Corporate Services
Monitoring Officer
Democratic Services Manager

CM 1 APPOINTMENT OF MAYOR

Cllr W G Cann OBE moved the appointment of Cllr C M Marsh as Mayor for the ensuing year and Cllr M J R Benson 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 C M Marsh be appointed Mayor for the ensuing year”.

The retiring Mayor and newly elected Mayor left the Council Chamber so that Cllr C M Marsh could be invested with the civic regalia. The retiring Mayoress, Mrs Cann, also invested Mrs Mott (Cllr Marsh’s daughter) with the Consort’s Badge of Office.

Upon returning to the Council Chamber, the newly elected Mayor, Cllr C M Marsh, made the declaration of Acceptance of Office, signed the Register and addressed the Council.

Cllr C M Marsh then chaired the rest of the meeting.

Cllr P R Sanders proposed a vote of thanks to the retiring Mayor. The proposition was seconded by Cllr R F D Sampson.

Cllr C M Marsh then invested Cllr W G Cann OBE and Mrs Cann with the Past Mayor’s and Past Mayoress’s Medallions.

CM 7

PUBLIC QUESTION

The Mayor advised that one public question had been received in accordance with Council Procedure Rule 21 from Mrs J Coulthard. The question was as follows:-

'In the event of the regrettable closure of Meadowlands swimming pool, will this council give a guarantee that all facilities now at Meadowlands will be available elsewhere, i.e.:

*Mother and toddler splash;
General swimming;
Swim club;
Adult swimming lessons;
Children's swimming lessons;
School swimming;
Aquafit;
50+ Aquafit; and
Fun sessions.*

We would like a clear indication of the council's views for the proposed facilities at Kelly College please.'

The Mayor proceeded to invite Cllr P R Sanders to respond to the question. In his response, Cllr Sanders made particular reference to:-

- the level of public interest underlying the importance of this matter. In addition, Cllr Sanders assured those present that every Member of the Council was fully aware of the importance of the facilities provided at Meadowlands;
- an undertaking whereby Mrs Coulthard would also receive a written response to her question within 14 working days. In giving this undertaking, Cllr Sanders wished to record his gratitude to Mrs Coulthard for submitting the question;
- his wish to emphasise that no decisions had been made in respect of the future of Meadowlands;
- his honest appraisal that he could not give any guarantees which had been sought in the question and he would not make any promises that he potentially could not keep. In support of this point, Cllr Sanders highlighted that:
 - o Meadowlands was run on a contractual basis, with the current arrangement due to expire at the end of 2016. Since the next local and national elections would be held in May 2015, it would be a decision for the new Borough Council administration to determine the future of Meadowlands;
 - o As a consequence of the contract, the sessions which were provided were commercial decisions for the contractor and whilst the Council did have a degree of influence in such decisions, any funding shortfall had to be met by the Council.

- the Council was in the midst of severe financial constraints and had to give priority to those services and functions which were a statutory requirement to provide. As a consequence, the Council was having to make some incredibly difficult decisions;
 - Whilst not able to make any guarantees, Cllr Sanders did promise that the Council and its Members would do the best it could for the residents of West Devon. As responsible Members, the Council was looking at every possible option and any significant change proposed would be subject to an extensive public consultation exercise.
- the Olympic Legacy Pool Project. Cllr Sanders informed that the Council had written a letter to Kelly College on 11 April 2014 which asked a number of very direct questions. Unfortunately, no response had yet been forthcoming and at this stage, the Council had no idea whether or not the project would come to fruition;

In reply to a supplementary question, Cllr Sanders advised that the Council did pay towards the running of the contract. Currently, the facility did not cover its own costs, which resulted in the Council subsidising the pool at present.

CM 8 ADOPTION OF THE COUNCIL'S CONSTITUTION

It was moved by Cllr R F D Sampson, seconded by Cllr D Whitcomb 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, subject to approval of Minute AC39 below (Minute CM9(a)iii refers)”.

The Mayor then signed the bound copy of the Constitution for 2014/2015.

CM 9 MINUTES OF COMMITTEES

a. Audit Committee – 11 February 2014

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 11 February 2014 meeting be received and noted, with the exception of Unstarred Minutes AC 32 and AC 33”.

Regarding Minute AC 34, Cllr D K A Sellis wished for the praise which had been received by the external auditors to be both recognised and formally recorded.

In respect of the Unstarred Minutes:

i. **AC 32 – Treasury Management Strategy for 2014/15 to 2016/17, Minimum Revenue Provision Policy Statement and Annual Investment Strategy for 2014/15**

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:

1. the Prudential Indicators and Limits for 2014/15 to 2016/17 (as contained within Appendix A of the report presented to the Committee) be approved;
2. the Minimum Revenue Provision (MRP) Statement (as contained within Appendix A of the report presented to the Committee, which started the Council’s policy on MRP) be approved;
3. the Treasury Management Strategy 2014/15 to 2016/17 and the Treasury Prudential Indicators (as contained within Appendix B of the report presented to the Committee) be approved; and
4. the Investment Strategy 2014/15 (as contained in the Treasury Management Strategy in Appendix B and the detailed criteria included in Appendix C of the report presented to the Committee) be approved.”

ii. **AC 33 – Third Quarter Prudential Indicator and Treasury Management Monitoring Report 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 and treasury activity be noted and that (any) recommended changes to the prudential indicators have been put forward.”

iii. **AC 39 – Annual Review of the Council’s Constitution**

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:

1. the proposed amendments to the West Devon Borough Council Constitution (as summarised in the minutes of the Committee meeting and in paragraph 2 of the presented agenda report and on the Council website) be approved and adopted; and
2. the Community Engagement and Corporate Planning Framework be transferred from the Community Services Committee to the Resources Committee to enable one Committee only to consider the new ‘Our Plan’ which will replace the Connect Strategy and which will draw together

service areas currently under the remit of the separate Committees.”

iv. **AC 41 – Internal Audit Plan – 2014/15**

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 Internal Audit Plan for 2014/15 (as presented at Appendix A of the agenda report considered by the Committee) be approved and adopted.”

v. **AC 43 – Internal Audit – Progress Against the 2013/14 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 presented to the Committee be noted.”

vi. **AC 46 – Strategic Risk Assessment – Six Monthly Update**

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 Appendix presented to the Committee be received and noted.”

b. **Community Services Committee – 11 March 2014**

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 11 March 2014 meeting be received and noted, with the exception of Unstarred Minutes CS 33, CS 35 and CS 39.”

In respect of the Unstarred Minutes:

i. **CS 33 – Tavistock WHS Key Centre**

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 a Member representative be nominated to attend the Tavistock Key Centre Partnership.”

ii. **CS 35 – Street Naming & Numbering – Policy and the Introduction of Charging**

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:

1. Sections 64 and 65 of the Town Improvement Clauses 1847 (in relation to numbering only) be adopted;
2. the West Devon Street Naming & Numbering Policy (as presented at Appendix A of the report considered by the

Committee) be approved and adopted, subject to local Ward Member consultation being included; and

3. the introduction of charging for the discretionary element of the Street Naming and Numbering Service be approved as follows:-
 - £21 per property for changes to house names;
 - £37 per property for changes to street names;
 - £36 per property for new developments (notification process only); and
 - that these charges be reviewed annually.”

iii. **CS 39 – West Devon Car Parking Strategy**

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 a West Devon Car Parking Strategy Group be formally established and appointed to at the Annual Meeting of the Council in May 2014.”

c. **Overview & Scrutiny Committee – 18 March 2014**

It was moved by Cllr M V L Ewings, seconded by Cllr D E Moyse and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 18 March 2014 meeting be received and noted.”

d. **Planning & Licensing Committee – 4 March 2014 and 1 April 2014**

It was moved by Cllr C M Marsh, seconded by Cllr M J R Benson and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 4 March 2014 and 1 April 2014 meetings be received and noted.”

e. **Licensing Sub-Committee – 14 March 2014**

It was moved by Cllr M J R Benson, seconded by Cllr T G Pearce and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 14 March 2014 meeting be received and noted.”

f. **Resources Committee – 29 April 2014**

It was moved 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 the Minutes of the 29 April 2014 meeting be received and noted, with the exception of Unstarred minutes RC 44 and RC 47.”

Before considering the Unstarred minutes, Cllr Sherrell advised that the minutes did not reflect the fact that he had submitted his apologies for this meeting.

In respect of the Unstarred Minutes:

i. **RC 44 – Our Plan**

It was moved 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 the principle of ‘Our Plan’ being the single overarching strategic plan for West Devon Borough Council be approved.”

ii. **RC 47 – Risk Based Verification Policy**

It was moved 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 the Risk Based Verification Policy (as set out in the exempt Appendix 1 of the report presented to the Committee) be approved.”

g. **Standards Committee – 11 February 2014**

It was moved by Cllr J R McInnes, seconded by Cllr D M Horn and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 11 February 2014 meeting be received and noted.”

CM 10 APPOINTMENT OF LEADER AND DEPUTY LEADER OF THE COUNCIL

a. **Leader**

It was moved by Cllr R E Baldwin, seconded by Cllr M J R Benson 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 P R Sanders, seconded by Cllr J Sheldon 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 11 REPORT OF THE FORMATION OF POLITICAL GROUPS

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

- 15 Conservative Group Members;
- 10 Independent Group Members;
- 2 Independent Conservative Group Members; and
- 2 Liberal Democrat Group Members.

together with two Ungrouped Members.

CM 12 COMMITTEE STRUCTURE

It was moved by Cllr M V L Ewings, 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 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 13 MEMBERSHIP OF COMMITTEES

A list of appointments made to the Committees by the four political groups for the ensuing year had been circulated and were duly approved. The Leaders of the four 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)
Independent Conservative:	Cllr D Whitcomb (Deputy: Cllr M E Morse)
Liberal Democrat	Cllr A Clish-Green (Deputy: Cllr C R Musgrave)

The following appointments were agreed with respect to the ungrouped Members:

- (e) Planning & Licensing Committee – Cllr D M Wilde; and
- (f) Resources Committee – Cllr E H Sherrell.

CM 14 APPOINTMENT OF CHAIRMEN AND VICE CHAIRMEN OF COMMITTEES

The following appointments were proposed by Cllr P R Sanders and seconded by Cllr R E Baldwin and when put to the vote were declared to be **CARRIED**:

- Audit Committee: Cllr D K A Sellis (Chairman);
Cllr J B Moody (Vice Chairman).
- Community Services Committee: Cllr R F D Sampson (Chairman);
Cllr K Ball (Vice Chairman).
- Overview & Scrutiny Committee: Cllr M V L Ewings (Chairman);
Cllr D E Moyse (Vice Chairman).
- Planning & Licensing Committee: Cllr C M Marsh (Chairman);
Cllr M J R Benson (Vice Chairman)
- Resources Committee: Cllr P R Sanders (Chairman)
Cllr R E Baldwin (Vice-Chairman)

- Standards Committee: Cllr A F Leech (Chairman)
Cllr J Sheldon (Vice Chairman)

CM 15 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 Outside Body 15: 'South Devon and Dartmoor Community Safety Partnership', the number of nominations (two) exceeded the number of seats available (one). Therefore, a vote was taken by show of hands and it was subsequently "**RESOLVED** that Cllr M V L Ewings be appointed as the Council's representative on the Partnership."

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 2014/15 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 16 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 17 DARTMOOR NATIONAL PARK AUTHORITY

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

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

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

CM 18 MEMBERS' ALLOWANCES 2014/15 – INTERIM REVIEW

Members considered a report which presented the views of the Independent Panel on Members' allowances and, as a consequence,

sought to determine the new Scheme of Members' Allowances for the 2014/15 financial year.

In light of some concerns at the lack of consultation with Members during the interim review, it was moved by Cllr P R Sanders, seconded by Cllr R F D Sampson and declared "**RESOLVED** that consideration of this matter be deferred until the Special Council meeting on 24 June to enable for a meeting to take place in the meantime between designated Members and the Independent Panel."

CM 19

COMMON SEAL

A copy of the documents signed by the Mayor during the period 12 February 2014 and 23 April 2014 was attached to the agenda (page 81 refers) and noted by the Meeting.

It was moved by Cllr M V L Ewings, seconded by Cllr W G Cann OBE and upon the motion being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that the Mayor and the Monitoring Officer (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 12.45 pm)

Mayor

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