

Please ask for:	Mrs Pam Smith	Your ref:	
Direct Line/Ext:	01822 813662	My ref	
email:	psmith@westdevon.gov.uk	Date:	5 December 2011

### **COUNCIL SUMMONS**

You are hereby summoned to attend a Meeting of the **WEST DEVON BOROUGH COUNCIL** to be held at **KILWORTHY PARK, TAVISTOCK** on **TUESDAY 13<sup>th</sup>** day of **DECEMBER 2011** at **4.30PM**

#### **THE FOLLOWING BUSINESS IS PROPOSED TO BE TRANSACTED**

- |    |  |                                  |
|----|--|----------------------------------|
| 1. | Prayers by The Reverend Michael Brierley, Priest-in-Charge of Tavistock & Gulworthy  |                                  |
| 2. | Apologies for absence  |                                  |
| 3. | Declarations of Interest<br>Members are reminded to declare any personal or prejudicial interests they may have in any item on the Summons | <b>Page No.</b><br><br><br><br>1 |
| 4. | To approve and adopt as a correct record the Minutes of Council held on:   |                                  |
|    | a. 4 October 2011  | 3                                |
| 5. | To receive communications from The Mayor or person presiding   |                                  |
| 6. | Business brought forward by or with the consent of the Mayor   |                                  |
| 7. | To respond to any questions submitted by the public and to receive deputations or petitions under Council Procedure Rule 21                |                                  |
| 8. | To consider motions of which notice has been submitted by Members of the Council in accordance with Procedure Rule 15                      |                                  |
| 9. | To consider questions submitted by Members under Procedure Rule 21   |                                  |

10. 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**

a. Meeting held on 27 September 2011 14

**Unstarred Minutes to Agree**

**AC 10 - Audit of Annual Statement of Accounts  
2010/2011**

Members are recommended to agree:

1. The ISA 260 Report and the Action Plan recommended by the Council's external auditors be approved and adopted.
2. The Post Audit Adjustments contained within the ISA 260 Report be approved and adopted.
3. The Letter of Representation be approved as Presented.
4. The Audited Statement of Accounts for 2010/2011 as amended be approved and adopted.

**AC 11 – Progress Against the 2011/2012 Internal  
Audit Plan**

Members are recommended to agree that the progress report and the updated Audit Plan for 2011/2012 be noted and approved.

**AC 12 – Anti Fraud, Corruption & Bribery Policy and  
Strategy, and Benefits Fraud Prosecution & Sanction  
Policy**

Members are recommended to agree that the Anti Fraud, Corruption & Bribery Policy and Strategy, and the Benefits Fraud Prosecution & Sanction Policy be approved and noted.

b. Meeting held on 22 November 2011 18

**Unstarred Minutes to Agree**

**AC 14 – Mid-Year Prudential Indicator and Treasury  
Management Monitoring Report 2011-2012**

Members are recommended to agree:

1. The report be noted as presented.
2. The proposed changes to the investment criteria as detailed in Section 4 of the report be approved and adopted.
3. The efficacy of investing with banks in addition to those suggested by Sector be investigated.

### **AC 15 – Annual Audit Letter 2010/2011**

Members are recommended to agree that the Annual Audit Letter 2010/2011 be approved and adopted.

### **AC 16 – Progress Against the 2011/2012 Internal Audit Plan**

Members are recommended to agree:

1. The report and Appendices A and B be noted as presented.
2. With regard to Appendix C, consideration be given to placing the Contract Procedure Rules under the purview of the Audit Committee and for the Council's Constitution to be amended accordingly.

#### **(ii) Environment & Community Committee**

Meeting held on 20 September 2011 21

#### **(iii) Future Planning & Housing Committee**

Meeting held on 18 October 2011 26

#### **(iv) Planning & Licensing Committee**

a. Meeting held on 11 October 2011 29

b. Meeting held on 8 November 2011 39

(v) **Standards Committee**

Meeting held on 25 October 2011 45

**Unstarred Minute to Agree**

**S 10 – Revision of the Contract Procedure Rules**

Members are asked to approve the revised Contract Procedure Rules including the exemption process and agrees its inclusion in the Council's Constitution

(vi) **Strategies & Resources Committee**

Meeting held on 15 November 2011 47

11. To receive a report of the Chief Executive on the Democratic Arrangements Review Group 53

12. To order the affixing of the Common Seal  
For the information of Members, a list of documents sealed by the Council and witnessed by The Mayor and the Chief Executive during the period 20 September 2011 to 24 November 2011 is attached 63

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

The Council is recommended to pass the following resolution:-

**“RESOLVED** that, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the Meeting for the under-mentioned item of business on the grounds that exempt information may be disclosed as defined in the paragraphs given in brackets below from Part I of Schedule 12(A) to the Act.

Dated this 5<sup>th</sup> day of December 2011

Chief Executive