

Please ask for: Tony Rose

Your ref:

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Date: 4th May 2012

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 **15th** day of **MAY 2012** at **11.00 am**.

Prayers by Reverend Michael Brierley, Priest-in-Charge of Tavistock & Gulworthy.

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 17th April 2012
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
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 (see next page)

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Cllr M Benson has proposed the following motion:

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

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

(i) Audit Committee

Meeting held on 3rd April 2012

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Unstarred Minutes to agree

Members are recommended to agree:

AC 24 Joint Corporate Risk Policy and Strategic Risk Assessment

The Joint Risk Management Policy be adopted.

AC 27 Internal Audit – Plan for 2012/2013

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

AC 28 Progress Against the 2011/12 Internal Audit Plan

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

(ii) Environment & Community Committee

Special Meeting held on 1st May 2012

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Unstarred Minute to agree

Members are recommended to agree:

E&C 34 Economy Review

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

(iii) Planning & Licensing Committee

Meeting held on 24th April 2012

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

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

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

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

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

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

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

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

Dated this 4th day of May 2012



Chief Executive

NOTES:

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

West Devon Borough Council Members' Code of Conduct

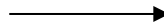
Declarations of interest

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

Do you have an interest in any item?



Is it a **Personal** interest?



A **Personal** interest is one that:

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

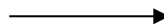
If you have a **Personal** interest you must **declare** it (and **the nature of the Interest**) at the meeting before the matter is discussed or as soon as you become aware of it, unless an exemption applies (see over page).



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



Do you have **Prejudicial** interest?



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

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

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



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

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

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

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

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

Personal Interests include:

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

Definitions

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

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

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

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

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

Sensitive information

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

Revised May 2007.