

Please ask for: Tony Rose

Your ref:

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Date: 13th 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 **21st** 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
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|---|-----------------|
| 5. To approve and adopt as a correct record the Minutes of the Meeting of the Council held on 16 th April 2013 | 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 | |
| 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 23rd 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 30th 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 27th March 2013 to 7th 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 13th day of May 2012



Chief Executive