

Please ask for: Tony Rose

Your ref:

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Date: 2nd May 2014

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 **13th** day of **MAY 2014** at **11.00 am**.

Prior to the Meeting, the Reverend M Davies, UK Director for Church of the Nations and Mayor of Okehampton will say prayers.

The Mayor will announce the result of the Mayor's Annual Charity Appeal and draw the raffle.

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 invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in any items to be considered at this meeting.

If Councillors have any questions relating to predetermination, bias or interests in items on this Summons, then please contact the Monitoring Officer in advance of the meeting.

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5. To approve and adopt as a correct record the Minutes of the Meetings of the Council held on:

(i) 18 th February 2014	1
(ii) 25 th February 2014	10
(iii) 25 th March 2014 (Special Meeting)	15
(iv) 1 st May 2014 (Special Meeting)	To follow
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 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

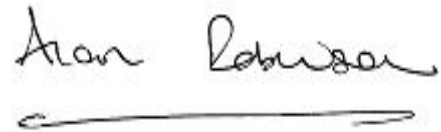
PLEASE NOTE: A Procedural Note will be published and circulated prior to Council's Annual Meeting and this will include information to enable full consideration of agenda items 13, 14 and 16 to 19.

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