

NORTH TAWTON TOWN COUNCIL

Town Clerk:
Mrs R Rice

14a The Square North Tawton
EX20 2EP
Tel 01837 880121

You are hereby summoned to attend an Ordinary Meeting of North Tawton Town to be held at the **Council Offices on Tuesday 6th March 2012 starting at 7.30pm**

Dated this 29th February 2012

Clerk of the Council

AGENDA

Open Forum – An opportunity for the Electors and others to address the Town Council.

The Council encourages the use of an Open forum. This will allow Members of the Public to address the Town Council. Time will be limited to two minutes per person unless the Chairman rules otherwise. If research is needed members of the public are asked to indicate what is needed in advance to the clerk otherwise – if appropriate - an item will be placed on a future agenda. A brief note will be made of any discussion at this point. Please note that Councillors are not obliged to give their opinion or answer questions.

1. **Apologies for Absence** - To receive apologies from Councillors unable to attend.
2. **Declarations of Interest** - Councillors are reminded to declare any personal or prejudicial interests they may have in any agenda items. Councillors have been supplied with a “flow-chart” to assist in determining whether an interest exists and, if so, any action to be taken.
3. **Minutes of the Previous Meetings**
 - 3.1 To approve and sign the minutes of the ordinary meeting of the Council held in the council office on 7th February 2012. (Copy attached).
 - 3.2 To approve and sign the minutes of the Planning and Estates Meeting of the Council held in the Council Offices on 21st February 2012 (Copy attached)
4. **Working with neighbouring parishes**
Cllr J McInnes to address the Council.
5. **Updates**
Chairman to update the Council on various issues
 - 5.1 **North Tawton Community Games and Culture Week 2012**
Mrs C Hughes to update the Council.
6. **Ongoing issues**
'Action Log' attached at Annex A.

7. **Standing Orders**
To consider amending Standing Orders to include procedure regarding invitations received to events and receptions.
8. **Town Clerk – Annual Leave**
The Town Clerk has requested annual leave from 22/8/12 – 5/9/12, therefore it is proposed to hold the September Council meeting on the 11th September instead of the 4th September. The Agenda summons will be published on 6th September 2012 in accordance with the Standing Orders.
9. **Grass Cutting/Landscape Maintenance Tender – 2013**
To consider request from Golden Leaf Landscaping regarding whether the Grass Cutting/Landscape Maintenance contract needs to be put out to tender in 2013.
10. **Consultation documents**
Golden Leaf Landscaping report for February – Report to follow.
11. **Finance**
 - 11.1 **Invoices**. To approve payments listed at Annex B (to follow) in accordance with bank mandate.
 - 11.2 **Monthly statement** – to receive the monthly statement and to consider adoption. To make appropriate transfer from reserve accounts to current account to allow payments to be made.
 - 11.4 **Flower Baskets/Troughs**
To consider quotation received from Grannies Meadow for the flower baskets/troughs.
12. **Urgent matters at discretion of Chairman** – No decision may lawfully be made under this item but matters may be discussed which involve no more than an exchange of information.
13. **Date of next meeting:**
To consider that the next ordinary meeting of the Town Council shall be held in the Council Offices on Tuesday 3rd April 2012 at 7.30pm. The Annual Town Meeting will be held on 17th April and the AGM of the Town Council will be held on 1st May.

PART TWO

14. **EXEMPT REPORT:**
That under the Public Bodies (Admission to Meetings) Act 1960 (as extended by S.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.