

AGENDA ITEM No. 3a

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 28th NOVEMBER, 2017** at **6.45pm**

PRESENT Councillor P Sanders (Mayor)
Councillor P Ward (Deputy Mayor)

Councillors Mrs M Ewings, Mrs A Johnson, A Lewis, J Moody, P Palfrey, Mrs L Roberts, E Sanders, J Sheldon, H Smith, P Squire, A Venning and P Williamson.

IN ATTENDANCE General Manager, Assistant to the Town Clerk

Note – Prior to the Meeting there was an opportunity for quiet reflection led by Reverend Pam Stranks of Tavistock Methodist Church and an update received from Councillor Robert Oxborough of West Devon Borough Council. A report from County Councillor Mrs D Sellis was received.

208. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Ms L Crawford, A Hutton and Mrs J Whitcomb.

209. DECLARATIONS OF INTEREST

There were no Declarations of Interest made at this point in the Meeting.

210. CONFIRMATION OF MINUTES

a) RESOLVED THAT the Minutes of the Meeting of the Tavistock Town Council held on Tuesday 17th October, 2017 be confirmed as a correct record and signed by the Chairman (Appendix 1).

b) Matters arising;

- It was reported that the new Town Councillor, Ms L Crawford, had signed all the necessary paperwork following her election to the Council;
- Minute 171 c) – disappointment was expressed that Planning and Licensing training for Members had not been made available by West Devon Borough Council as the local

Planning and Licensing Authority, despite several requests having been made. It was further:

Noted That the Mayor undertook to take this matter up with the head of department(s) of the local Planning Authority on behalf of the Council

ITEMS REQUIRING A DECISION

211. GENERAL FINANCE

The Council considered the following:-

a. Schedule of Payments

The Council received and considered, copies of the monthly accounts as at 30th September and 31st October, 2017 (Appendix 2).

b. Budget Monitoring Report

The Council received and considered a copy of the Budget Monitoring at Report as at 31st October, 2017 (Appendix 3).

c. Internal Auditor Report

The Council received and noted the Interim Audit Report of the Internal Auditor dated 27th October, 2017 (Appendix 4).

d. Goose Fair Park & Ride

The following Declarations of Interest were made;

- Councillor Mrs A Johnson declared a Personal Interest by virtue of a close relation being a member of the organisation involved;
- Councillor P Williamson declared a Pecuniary Interest by virtue of being a landowner of one of the Park & Ride sites

Neither Councillor took any part in the discussions of this report

Council received and considered the Briefing Note (Appendix 5) provided, and it was;

RESOLVED THAT Tavistock Town Council make a payment of £1,000 to each of the two Lions Clubs which provide volunteers to run the Goose Fair Park & Ride sites

e. Notice of Appointment of External Auditor

The Council noted the appointment of PKF Littlejohn LLP as the External Auditor of the Council for the period 2017/2018 – 2021/2022

212. BUDGET & POLICY COMMITTEE

The Council considered the Minutes of the Meeting of the Budget & Policy Committee (Appendix 6) held on 14th November, 2017 (Minute Nos. 191 – 198).

RESOLVED THAT subject to the deferral of Minute Nos. 197 - 198 in view of the confidential nature of the business to be transacted, the recommendations included in the foregoing report of the Committee be approved, and the Minutes be received.

Noted That in the discussion arising from consideration of the above and endorsement of the Project (Minute No 193 refers) reference was made to a range of issues associated with the Gateway Centre proposal including, but not limited to;

- The financial position of the Council and associated project implications;
- The outcome of a recent informal Meeting of the Council with regard to the Project;
- Opportunities and challenges associated with delivery of the Guildhall Gateway Project and extent of community benefit in supporting this heritage initiative;
- Capital Programme and cash flow scheduling to secure best outcomes.

213. DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE (DM&L)

The Council considered the following:-

a. Development Management & Licensing Committee – 31st October, 2017 (Appendix 7)

The Minutes of the Meeting of the DM & L Committee held on 31st October, 2017 (Minute Nos. 182 – 190 inclusive).

b. Development Management & Licensing Committee – 21st November, 2017 (Appendix 8)

The Minutes of the Meeting of the DM & L Committee held on 21st November, 2017 (Minute Nos.199 – 207 inclusive).

ITEMS CIRCULATED FOR INFORMATION ONLY

214. TAVISTOCK GUILDHALL PROJECT

As this subject had been reviewed at Minute 212 (above), no further discussion took place at this point.

215. SERVICE REPORTS

The Council received and noted reports of the General Manager, Works Department, Town Hall and Pannier Market (Appendices 9 - 12 refer)

Noted That arising from consideration of above the Council was advised:-

a) General Manager's Report

- Pannier Market doors - a correction was made with regard to the reported cost of the replacement of the Pannier Market doors namely the deletion of £ 551,589.49 and the insertion, in its place, of £89,000;
- Butchers' Hall - the quality of works to the Butchers' Hall was commended, also that the works were ahead of schedule;
- Christmas Lights - members of the Town Hall and Works Department staff were commended for ensuring that the Christmas Lights had been in place, and switched on, for a recent wedding taking place in the Town Hall;
- Surfacing in play area - following a query raised regarding S106 funds being spent on further play equipment in The Meadows, concerns were raised that the conditions during wet weather needed to be addressed prior to any new play equipment being purchased.

The General Manager confirmed that 3 quotes for wet pour surfacing were being sought, and were expected to be in the region of £50,000. There were two priority areas, the toddler area and the space around the Hurricane Swing.

The existing budget and funding arrangements would be assessed.

- Duke Street properties – comment was made on the quality of the workmanship and that the contractors, CLC, should be commended for these works;
- Dog Control Orders –clarification was provided regarding the difference between Dog Control Orders and Public Space Protection Orders.

b) Works Department Report

Noted That with regard to a query raised, the General Manager confirmed that it was the monuments within the Cemetery which were being uploaded to the Pear Technology system by the recently appointed Cemetery Assistant, graves and trees had previously been added.

c) Town Hall Report

Clarification was sought regarding arrangements being made for existing users of the Town Hall during the period when Pannier Market traders were being moved to the Town Hall eg U3A. The General Manager undertook to establish the process being put in place and report back.

d) Pannier Market Report

Comment was made regarding the costings of the Garden Festival, as contained within the Report with particular regard to matters such as direct/indirect staff costing and bar income.

Noted That the General Manager undertook to provide clarification on the matter at the next Meeting.

216. FINANCE AND OTHER MATTERS

The Council received and noted the following:-

a) Report of the Assistant to the Town Clerk (Appendix 13)

b) Southern Links – Notes of the Meeting held on 5th October, 2017 (Appendix 14);

Noted that a Member was encouraged to see that more local training courses were being provided. The Council's Member representative confirmed that there was still money available for training courses

c) Tavistock BID Company – Minutes of the Annual General Meeting held on 18th October, 2017 (Appendix 15);

d) Whitchurch Down Consultative Group – Notes of the Meeting held on the 7th November, 2017 (Appendix 16);

Noted that Councillor A Venning asked that his apologies be added to the list of apologies for this Meeting, as he had tendered them prior to the Meeting but they were not listed.

e) Destination Okehampton – Minutes of the Meeting held on the 1st August, 2017 (Appendix 17);

Noted that the Council's representative on this body confirmed that the date of the Meeting had been changed at short notice, and consequently she had been unable to attend, although she had sent apologies but these were not reported

f) Dartmoor National Park Authority – Notes of the Meeting held on the 12th July, 2017 (Appendix 18)

g) Updates - The following updates from Council representatives serving on other outside bodies in connection with the work of the Council, were received:-

- i. Sensory Garden – the official opening of the Sensory Garden would take place on Wednesday 20th December 2017 at 11am;
- ii. Kingdon House – it was reported the recently held Open Day had been very busy, with considerable interest from those attending. The Music Night in the Town Hall, and the pop-up shop, had also proved popular and meant that the organisation was on its way to raising the £ 100,000 it needed to by May 2018.
- iii. Whilst not Town Council related, the following two reports were made by Members;
 - ‘Drawn to the Valley’ Group of Artists – a Member commended the pop-up Art Gallery in King Street;
 - Safe Haven - a Member reported that one Syrian family had already arrived to live in Tavistock, with another family to follow.
- iv. Twinning – a Member of the Twinning Association reported that 2018 was the 60th Anniversary of Tavistock being twinned with Pontivy. It was mooted a group of Members might wish to work with the Twinning Association in organising any celebrations. Expressions of interest were to be made to the Assistant to the Town Clerk by Friday 1st December, for her to pass on to the Twinning Association.

217. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and having regard to the confidential nature of the business to be transacted it was

RESOLVED THAT the Press and Public be excluded from the Meeting for the following items of business.

CONFIDENTIAL ITEMS REQUIRING A DECISION

218. BUDGET & POLICY COMMITTEE CONT'D

(**CONFIDENTIAL** by virtue of relating to legal and/or commercial matters, staffing and/or the financial business affairs of a person or persons other than the Council)

The Minutes of the Meeting of the Budget & Policy Committee held on 14th November, 2017 (Minute Nos. 196 -198 refer).

RESOLVED THAT subject to the amendments below, the recommendations included in the foregoing report to the Committee be approved and the Minutes be received.

Minute 197 Tennis Club – the General Manager confirmed that the position remained unchanged from that when considered by the Budget & Policy Committee.

In the discussion arising reference was made to various matters previously considered by the Budget & Policy Committee following which it was:-

RESOLVED THAT the above matter be reconsidered and brought back before Council.

Noted That further updates were received in respect of the other matters listed

Minute 198 Legal Matters – additional updates as follows;

- a) Meadowlands
Council was advised of positive progress regarding licences/side letters and associated matters.
- b) Cornmarket
The position, as outlined at the Meeting of the Budget and Policy Committee, was reported.
- c) Guildhall Lease
The above Lease was anticipated to be considered by Tavistock Heritage Trust at its Meeting scheduled for 29th December, 2017
- d) St Eustachius' Churchyard
The position, as outlined at the Meeting of the Budget and Policy Committee, was reported.

CONFIDENTIAL ITEMS CIRCULATED

FOR INFORMATION ONLY

219. PROPERTY AND FINANCE MATTERS

(**CONFIDENTIAL** by virtue of relating to legal and/or commercial matters, staffing and/or the financial business affairs of a person or persons other than the Council)

i) Debtors

The Council considered and noted a list of all those with debts to the Council dating from earlier than the last Quarter Day and received updates, where appropriate, in respect of same (Appendix 19)

ii) Updates

The Council received oral updates in connection with outstanding legal matters not otherwise listed.

Bannawell Street works – the sign off of these works was agreed on 23rd November, 2017

The Press and Public were re-admitted to the Meeting

220. COUNCIL SEAL

RESOLVED THAT the Council Seal be fixed to the various deeds and documents to be made or entered into for the carrying into effect of those decisions or matters approved by the Council this day.

The Meeting closed at 8.05pm.

Chairman

Date.....