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4th May 2018

COUNCIL MEETING

You are hereby summoned to attend a Meeting of the
TAVISTOCK TOWN COUNCIL
to be held at the Council Chamber, Drake Road, Tavistock
on **TUESDAY 15th MAY, 2018** at **6.45pm**

Note: Prior to the Commencement of the Meeting there will be an opportunity at:-

6.30pm for Members and the Public -

QUIET REFLECTION

Those who wish to do so may prepare themselves for the Meeting by a few moments of quiet reflection led by the Reverend Robert Weston of Tavistock United Reformed Church

POLICE REPORT

The local Police to make a report to the Council

COUNTY COUNCILLOR REPORT

The Devon County Councillor to make a report to the Council

BOROUGH COUNCIL REPORT

West Devon Borough Councillor update by Councillor Graham Parker (Tavistock South West Ward)

PUBLIC QUESTION TIME

Members of the Public to ask questions of the Council

PRESENTATION OF GRANT CHEQUE

A representative from Junior Life Skills will attend to receive the organisation's Grant cheque

COMMENCEMENT OF THE MEETING -

THE FOLLOWING BUSINESS IS PROPOSED TO BE TRANSACTED

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. DECLARATIONS OF INTEREST

To receive disclosures of unregistered or other interests from Councillors on matters to be considered at the Meeting. The disclosure shall include the nature of the interest. If a Member becomes aware, during the course of a Meeting, of an interest that has not been disclosed under this item they must immediately disclose it.

Under the Code of Conduct Councillors with a registerable interest must leave the room for the duration of consideration of the item to which the interest relates. Those with a 'other' interest must apply the tests set out in the Code of Conduct as to whether or not there are circumstances that might enable them to remain.

3. MINUTES OF COUNCIL MEETINGS

- a) To confirm the Minutes of the Special Meeting of Tavistock Town Council held on Monday 23rd April, 2018 (enclosed)
- b) Matters arising

TEMPORARY EXCLUSION OF PRESS & PUBLIC

4. 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 to consider that the Press and Public be excluded from the Meeting for the following item of business.

CONFIDENTIAL ITEMS REQUIRING A DECISION

5. PROPERTY & FINANCE MATTERS

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

To receive an update upon, consider and determine how to proceed with regard to the following confidential matters in connection with long leases attaching to the Corn Market.

The Solicitor to the Council will be in attendance at the Meeting for the above item of business.

Re-admission of the Press and Public

ITEMS REQUIRING A DECISION

6 ELECTORAL MATTERS – VACANCY

To note the resignation of Councillor H Smith from Tavistock Town Council (North Ward) and to consider arrangements in respect of the consequential casual vacancy and, more specifically, in the event of an election to determine whether Poll Cards be issued.

Note – pursuant to the above resignation the Council presently no longer satisfies the elected Member requirements of the General Power of Competence.

7. GENERAL FINANCE

- a) **Schedules of Payments** – to consider and endorse the Monthly Accounts as at 28th February and 31st March, 2018 (schedule of all payments enclosed);
- b) **Budget Monitoring Report** – to consider and endorse the phased Budget Monitoring Report as at 31st March, 2018 (enclosed);
- c) **Tenders** – to authorise the opening and acceptance of Tenders in respect of the Pannier Market Surround THI Public Realm Scheme by the Responsible Financial Officer, in consultation with the Mayor and Deputy Mayor, with report to the subsequent Meeting of the Council.

Note - Should Members have any detailed questions concerning any payments or other financial matters they should be passed to the Internal Auditor or the General Office well in advance of the Meeting in order that enquiries may be undertaken and an informed response prepared.

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

To receive and consider the Minutes of the Meetings of the Development Management & Licensing Committee held on:

- a) Development Management and Licensing Committee – 17th April, 2018 (enclosed);
- b) Development Management and Licensing Committee – 8th May, 2018 (to follow).

ITEMS CIRCULATED FOR INFORMATION ONLY

The following items are circulated for information only:-

9. SERVICE REPORTS

To receive, for information, the following Service Reports:-

- i. General Manager (enclosed);
- ii. Works Department (enclosed);
- iii. Town Hall (enclosed);
- iv. Pannier Market (enclosed).

10. FINANCE & OTHER MATTERS

To receive, for information, the following:-

- a) Report of the Assistant to the Town Clerk (enclosed);
- b) Whitchurch Down Consultative Group – Notes of the Meeting held on the 2nd May, 2018 (enclosed);
- c) Tavistock Museum Trust – Annual Report (enclosed);
- d) Southern Links – Notes of the Meeting held on the 15th March, 2018 (enclosed);

- e) Tavistock Townscape Heritage Initiative – to receive the report of the THI Project Manager (enclosed) and an oral report on resourcing matters;
- f) Guildhall Gateway Centre – To receive an oral report on progress with Tavistock Heritage Trust on reaching agreement on the Lease/Service Level Agreement;
- g) Any update from or questions to Council representatives serving on other outside bodies in connection with the work of those bodies.

11. TO RECEIVE SUCH COMMUNICATIONS OR REPORTS AS MAY BE SUBMITTED BY THE TOWN MAYOR

12. URGENT MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE TOWN MAYOR

EXCLUSION OF PRESS & PUBLIC

13. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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CONFIDENTIAL ITEMS REQUIRING A DECISION

14. PROPERTY, LEGAL & FINANCE MATTERS

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i) **DEBTORS**

Report (enclosed)

ii) **STOCK AUDIT REPORT**

Report (enclosed)

iii) **UPDATES**

To receive any oral updates in connection with outstanding legal matters not previously listed (for information only).

Re-admission of the Press & Public.

15. TO ORDER THAT THE SEAL BE AFFIXED TO THE FOREGOING ACTS AND PROCEEDINGS AND TO ALL DEEDS AND DOCUMENTS NECESSARY TO GIVE EFFECT THERETO

NOTE - Councillors are reminded that if a matter has not been specified on the Agenda no formally binding decision can be made on it.

COUNCIL MEMBERSHIP

Councillor P Sanders (Mayor)

Councillor P Ward (Deputy Mayor)

Councillors Ms L Crawford, Mrs M Ewings, A Hutton, Mrs A Johnson, A Lewis, J Moody, P Palfrey, Mrs L Roberts, E Sanders, J Sheldon, P Squire, A Venning, Mrs J Whitcomb, P Williamson

Town Clerk.....

4th May, 2018

**USE OF TELEVISED & SOUND RECORDINGS
AT COUNCIL & COMMITTEE MEETINGS**

The open proceedings of this Meeting will be filmed and audio recorded.

The cameras are focused on the area in the Council Chamber where Councillors and Officers sit. However, they may also capture part images of those who stand or sit in some front parts of the public area.

If members of the public make a representation to the Meeting, they will be deemed to have consented to being filmed and audio recorded.

By entering the body of the Chamber, attendees are also consenting to being filmed and audio recorded.

If members of the public have any queries regarding filming or audio recording of Meetings, please contact the Town Council on 01822 613529 or at office@tavistock.gov.uk

Televised, vision and sound recordings or live broadcastings by members of the press or public at Council or Committee debates are permitted and anyone wishing to do so is asked to inform the Chairman of the respective Committee of their intention to record proceedings.