



Town Council Offices
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17th July 2023

COUNCIL MEETING

You are hereby summoned to attend a Meeting of the
TAVISTOCK TOWN COUNCIL
to be held at the **COUNCIL CHAMBER, TOWN COUNCIL OFFICES,**
DRAKE ROAD, TAVISTOCK
on **TUESDAY 25th JULY, 2023** at **6.30pm**

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

6.25pm 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 Reverend Chris Brown of Tavistock Methodist Church.

COMMENCEMENT OF THE COUNCIL 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 MEETING

- a) To confirm the Minutes of the Meeting of Tavistock Town Council held on Tuesday 20th June, 2023 (enclosed);
- b) Matters arising.

4. PUBLIC REPRESENTATIONS & QUESTIONS*

To receive any representations or previously submitted questions from Members of the Public in attendance (None Submitted).

ITEMS REQUIRING A DECISION

5. GENERAL FINANCE

- a) **Schedule of Payments** – to consider and endorse the Monthly Accounts as at 30th June, 2023 (a schedule of all payments is listed on the Website);
- b) **Budget Monitoring Report** – to consider and endorse the phased Budget Monitoring Report as at 30th June, 2023 (enclosed).

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.

6. BUDGET & POLICY COMMITTEE

To consider the Minutes of the Meeting of the Budget & Policy Committee held on Wednesday 12th July, 2023 (enclosed).

Note –

- i) Diary Date – Details of Mandatory Training for All Councillors in connection with Cyber-Security will be reported to the Meeting (Minute No 97 refers).
- ii) Members are requested to bring to the Meeting the Agenda and associated documents relating to the foregoing Meeting.
- iii) Should further deliberations be required on any of the matters arising as appertain to matters subject to the 'Exclusion of the Press & Public' addressed at the above Meeting it will be necessary to take same in the corresponding section of this Agenda.

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

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

- i) Development Management & Licensing Committee – Tuesday 4th July, 2023 (previously circulated);
- ii) Development Management & Licensing Committee – Monday 24th July, 2023 (to follow).

8. CO-OPTION – TAVISTOCK SOUTH EAST AND NORTH WARDS

To consider applications for co-option to Tavistock Town Council for the vacancies arising in the South East and North Wards, details of the applicants having previously been circulated.

The candidates have been invited to attend, and each make a brief presentation (of not more than 2 minutes) in connection with their application whilst addressing any questions as may be raised with them in the following order:

South East Ward

- i) Miss Sarah Cohen, Green Lane Tavistock.

North Ward

- i) Dr Deborah Palmer, Sydenham Damerel.

Note:

- Candidates will be invited to address the Meeting one by one and in the absence of other candidates. All candidates will then withdraw whilst the Council deliberates before being recalled to be advised of the decision of the Council.
- Councillors are reminded that if they know, or are associated with any of the Candidates, by friendship, business or other association, they should consider their position in accordance with the tests set out in the Code of Conduct, most especially para 7.2(a)-(c) and, if met, declare the Interest immediately and withdraw from the Meeting for this item of business.
- in the event a Candidate is successful arrangements to take office, and then to attend at and participate in full from the next Meeting of Council, will be made. To be co-opted a candidate must receive an absolute majority of votes from amongst those present and voting.

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's Report (an oral update will be made at the Meeting subject to availability);
- ii. Pannier Market Report (enclosed);
- iii. Works Department Report (enclosed);
- iv. Town Hall & Butchers' Hall Report (enclosed).

10. FINANCE & OTHER MATTERS

To receive, for information, the following:-

- a) Report of the Assistant to the Town Clerk (enclosed);
- b) Notes of the Goose Fair Consultative Group Meeting held on 22nd June, 2023 (enclosed);
- c) West Devon Borough Councillor Report – Councillor Mrs A Johnson (enclosed);
- d) To receive;-
 - i. Any update from, or questions to, Council representatives serving on other outside bodies in connection with the work of those bodies;

- ii. Feedback from Members following their attendance at any training sessions.

Note – no report was submitted by County Councillor Mrs D Sellis.

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

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 items of business.

CONFIDENTIAL ITEMS REQUIRING A DECISION

14. BUDGET & POLICY COMMITTEE CONTINUED

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

To consider any Confidential Minutes of the Meeting of the Budget & Policy Committee held on Wednesday 12th July, 2023 (enclosed).

15. PROPERTY, LEGAL & FINANCE MATTERS

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

i) **DEBTORS**

To consider the Report of the Assistant to the Town Clerk in connection with the above (enclosed);

ii) **TOWN HALL BAR STOCK AUDIT REPORT**

To consider the Bar Stock Audit Report dated 11th July 2023 (enclosed);

iii) **GUILDHALL GATEWAY CENTRE ADVISORY FORUM**

To consider any outcomes/Minutes as may arise in connection with the Meeting scheduled to be held on Wednesday 19th July, 2023 (to follow as/if available).

CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY

16. PROPERTY, LEGAL & FINANCE MATTERS

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

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

Re-admission of the Press & Public.

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 A Hutton (Mayor)

Councillor P Ward (Deputy Mayor)

Councillors Ms M Ewings, S Hipsey, J Irvine, Mrs A Johnson, A Lewis, U Mann, N Martin, Mrs B Moody, J Moody, T Munro, B Smith, P Squire, A Venning.

TOWN CLERK



17th July, 2023

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

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.

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 info@tavistock.gov.uk

*Members of the Public who wish to address the Council are requested to contact the Council Office either by phone 01822 613529, or by e-mailing info@tavistock.gov.uk regarding the necessary requirements for participation not less than 24 hours in advance of the Meeting.