



Town Council Offices
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20th March 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 27th MARCH, 2018** at **6.45pm**

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

6.15pm for Members and the Public (please note change of start time) -

QUIET REFLECTION

Those who wish to do so may prepare themselves for the Meeting by a few moments of quiet reflection led by the Mayor

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

PUBLIC QUESTION TIME

Members of the Public to ask questions of the Council

DEPUTY LORD LIEUTENANT OF DEVON

For Members and the Public to receive a presentation from Mr Chris Snow (Deputy Lord Lieutenant of Devon) on the role of a Lord Lieutenant and a Deputy Lord Lieutenant.

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 Meeting of Tavistock Town Council held on Tuesday 13th February, 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 items 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)

The Solicitor to the Council will be in attendance at the Meeting for the following items of business.

To receive an update, consider and determine how to proceed with regard to the following confidential matters (item (a) refers):

a) Long Leases

- i. Corn Market;
- ii. Meadowlands – to include the authorisation of the Town Clerk, in consultation with two Members of the Council, to be appointed, to participate in any mediation which might be required.

- b) **Updates** – to receive, for information, any updates in connection with any confidential aspects of any other outstanding legal matters.

Re-admission of the Press and Public

ITEMS REQUIRING A DECISION

6. GENERAL FINANCE

- a) **Schedules of Payments** – to consider and endorse the Monthly Accounts as at 31st January, 2018 (schedule of all payments enclosed);
- b) **Budget Monitoring Report** – to consider and endorse the phased Budget Monitoring Report as at 31st January, 2018 (enclosed);
- c) **Year End Adjustments** – to
 - i. Endorse that in the event any overspends arise in revenue cost codes which are not otherwise addressed by an approved virement, these be defrayed, as at year end, by a reallocation of any surplus from underspent departmental cost codes,
 - ii. to consider and endorse the enclosed schedule of Year End Adjustments for the 2017-18 Financial Year (to follow).
- d) **Tenders** – to authorise the Clerk, in consultation with the Mayor and/or Deputy Mayor, to issue, open and accept tenders in connection with works to the interior of the Pannier Market (Minute No. 299 refers) and to the Meadows Play Park (resurfacing), acceptance being subject to falling within budget.

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.

7. BUDGET & POLICY COMMITTEE

To consider the Minutes of the Meeting of the Budget & Policy Committee held on 13th March, 2018 (enclosed)

Note -

- i) Members are requested to bring to the Meeting the Agenda and associated documents relating to the foregoing Meeting;
- ii) 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. If there are any detailed questions concerning the Budget or other matters of a detailed nature they should be passed to 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 – 6th March, 2018 (enclosed);
- b) Development Management and Licensing Committee – 26th March, 2018 (will be circulated at the Meeting);

9. GUILDHALL FUNDING/SERVICE LEVEL AGREEMENT

To receive any oral update regarding progress in connection with the above (Minute No. 320(b) refers).

ITEMS CIRCULATED FOR INFORMATION ONLY

The following items are circulated for information only:-

10. 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)

11. FINANCE & OTHER MATTERS

To receive, for information, the following:-

- a) Report of the Assistant to the Town Clerk (enclosed);
- b) Town Hall & Markets Consultative Group – Notes of the Meeting held on the 13th March, 2018 (enclosed);
- c) Tavistock Townscape Heritage Initiative – Progress Report (enclosed);
- d) Any update from or questions to Council representatives serving on other outside bodies in connection with the work of those bodies.

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

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

14. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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CONFIDENTIAL ITEMS REQUIRING A DECISION

15. BUDGET & POLICY COMMITTEE CONT'D

(**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 13th March, 2018 (enclosed)

16. TENDERS FOR THE PROVISION OF INSURANCE SERVICES TO TAVISTOCK TOWN COUNCIL

To consider a report in connection with the outcome of a tender exercise for the procurement of insurance services for the Council (to follow)

17. PROPERTY, LEGAL & FINANCE MATTERS

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i) **DEBTORS**

Report (enclosed)

ii) **UPDATES**

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

Re-admission of the Press & Public.

18. 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, H Smith, P Squire, A Venning, Mrs J Whitcomb, P Williamson



Town Clerk.....

20th March, 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.