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23rd July 2024

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 30th JULY, 2024** at **6.30pm**

- Prior to the Commencement of the Meeting there will be an opportunity in accordance with the email to all Councillors of 13th June at:-
5.15pm – to attend at:
 - a) **a Member Briefing for all Members of the Town Council** on the Tavistock Neighbourhood Development Plan and associated documents (including attendance by some of those most involved in its preparation);
and then:
 - b) opportunity for Members to ask questions.

Note: as previously advised, the Briefing represents an opportunity for Members to receive information and ask questions. The debate and formal deliberation on the matter will form part of the Council Meeting later in the evening.

In view of capacity issues within the Council Chamber this session will also be live streamed via the Council's YouTube page, link as follows;
<https://www.youtube.com/channel/UC9lBypTqpnI344vwMiKM6IA;>

6.25pm - for Members and the Public

Those who wish to do so may prepare themselves for the Meeting by a few moments of Quiet Reflection led by Patti Owens, a Licensed Lay Minister from St Eustachius' Church, Tavistock.

**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 11th June, 2024 (enclosed);
- b) Matters arising.

4. PUBLIC REPRESENTATIONS & QUESTIONS*

To receive any representations or previously submitted questions from Members of the Public in attendance submitted in accordance with Standing Order No 3(y). None received.

ITEMS REQUIRING A DECISION

9. NEIGHBOURHOOD DEVELOPMENT PLAN FOR TAVISTOCK

To consider the report of the Town Clerk (enclosed) in connection with the submission version of the Neighbourhood Development Plan and Design Guide for the Town and associated documents including next steps and, in particular, progression to the Regulation 16 Stage.

5. GENERAL FINANCE

- a) **Schedule of Payments** – to consider and endorse the Monthly Accounts as at 31st May and 30th June, 2024 (schedules of all payments are listed on the Website);
- b) **Budget Monitoring Report** – to consider and endorse the phased Budget Monitoring Report as at 30th June, 2024 (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 Tuesday 16th July, 2024 (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.

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 25th June, 2024 (previously circulated);
- ii) Development Management & Licensing Committee – Monday 15th July, 2024 (enclosed)

8. CASUAL VACANCIES CO-OPTION – TAVISTOCK NORTH WARD

a) Co-Option – Tavistock North Ward

To consider the application for co-option to Tavistock Town Council for the vacancy arising in the North Ward (application enclosed).

The candidate has been invited to attend, and may make a brief presentation (of not more than 2 minutes) in connection with the application whilst addressing any questions as may be raised. The applicant is Mrs Judy Hughes, Whitham Park, Tavistock.

Note:

- the candidate, if in attendance will be invited to address the Meeting. The candidate will then withdraw when 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 the candidate, 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 any Interest immediately and withdraw from the Meeting for this item of business;
- In the event the 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.

b) Co-Option – Tavistock SW Ward

To agree arrangements for Co-Option to the Town Council for the vacancy arising in the Tavistock SW Ward contingent on being advised that a by-election has not been called.

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's Report (enclosed);
- ii. Pannier Market Report (enclosed);
- iii. Works Department Report (enclosed);
- iv. Town Hall & Butchers' Hall Report (enclosed).

11. FINANCE & OTHER MATTERS

To receive, for information, the following:-

- a) Report of the Assistant to the Town Clerk (enclosed);
- b) Consultation with Market Traders – to receive the Report of the General Manager in connection with the consultation undertaken with Market Traders on 18th June, 2024 (enclosed – formatted as a letter to Traders);
- c) Notes of the Town Hall & Markets Consultative Group held on Wednesday 26th June, 2024 (enclosed);
- d) Report of West Devon Borough Councillor Mrs A Johnson (enclosed);
- e) 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 had been received from County Councillor D Sellis.

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

EXCLUSION OF PRESS & PUBLIC

14. 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

15. 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 Tuesday 16th July, 2024 (enclosed).

16. COUNCIL PROPERTY

(**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 the report of the Town Clerk (enclosed) in connection with the foregoing and to agree associated/consequential matters and actions.

17. 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' REPORT**

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

ii) **BAR STOCK AUDIT**

To consider the Bar Stock Audit as at 26th June, 2024 (enclosed).

CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY

18. PROPERTY, LEGAL & FINANCE MATTERS

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i) **LANDLORD TENANT MATTERS**

To receive any oral update in connection with lease renewal/ ancillary matters or 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 P Ward (Mayor)

Councillor S Hipsey (Deputy Mayor)

Councillors Ms M Ewings, A Hutton, Mrs A Johnson, A Lewis, U Mann, N Martin, Mrs B Moody, J Moody, T Munro, G Parker, R Poppe, B Smith, A Venning.

TOWN CLERK.....

23rd July, 2024

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.