



20th December 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 7th JANUARY, 2025** at **6.30pm**

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

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 a Tavistock Street Pastor.

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 26th November, 2024 (enclosed);

b) Matters arising.

4. PUBLIC REPRESENTATIONS & QUESTIONS*

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

ITEMS REQUIRING A DECISION

5. GENERAL FINANCE

- a) **Schedule of Payments** – to consider and endorse the Monthly Accounts as at 30th November, 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 November, 2024 (enclosed);
- c) **External Audit** – to receive, for information, the report of the External Auditor in respect of the Financial Year 2023-24 (copy 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. 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 10th December, 2024 (previously circulated);
- ii) Development Management & Licensing Committee – Monday 6th January, 2025 (to follow).

ITEMS CIRCULATED FOR INFORMATION ONLY

The following items are circulated for information only

7. 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).

8. FINANCE & OTHER MATTERS

To receive, for information, the following:-

- a) Report of the Assistant to the Town Clerk (enclosed);
- b) Notes of the Town Hall & Markets Consultative Group Meeting held on 3rd December, 2024 (enclosed);
- c) 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 (Devon County Council). Councillor H Greenberry-Pullen (West Devon Borough Council) has been invited to provide a report for the next Meeting.

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

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

EXCLUSION OF PRESS & PUBLIC

11. 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

12. 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) and determine any matters arising. Also to note the supplementary update on extant tenancy matters.

13. GUILDHALL GATEWAY CENTRE – VISITOR INFORMATION CENTRE

(**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 extension of the Licence arrangements to Tavistock Heritage Trust for the occupation of those parts of the premises currently used in connection with the operation by it of a Visitor Information Centre (enclosed).

CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY

14. 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 R Edlmann, Ms M Ewings, Mrs J Hughes, 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.....

20th December, 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.