

AGENDA ITEM No. 3a

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held on **TUESDAY 3rd JANUARY, 2023 at 5.48pm** at **THE COUNCIL CHAMBER, TOWN COUNCIL OFFICES, DRAKE ROAD, TAVISTOCK**

PRESENT Councillor P Ward (Mayor)

Councillors Ms L Crawford, Ms M Ewings, A Hutton, Mrs A Johnson, A Lewis, Mrs U Mann, P Peers, B Smith, H Smith, P Squire, A Venning, P Williamson.

IN ATTENDANCE Town Clerk, General Manager, Assistant to the Town Clerk.

Prior to the commencement of the Meeting;

- Members and guests received a short presentation from the Chairman of the Neighbourhood Development Plan Steering Group in order that feedback could be provided on the emerging Vision, Aims and Objectives of the Plan;
- in the absence of Major Pamela Smith of The Salvation Army, there were a few moments of Quiet Reflection led by Councillor A Venning.

COMMENCEMENT OF MEETING

313. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors A Fey and J Moody.

314. DECLARATIONS OF INTEREST

The following Declarations of Interest were made;

- Councillor P Ward declared an interest in respect of the following Minutes:
 - Budget & Policy Meeting Minute No.296 – Tavistock Twinning Association by virtue of association with the Group;
 - Development Management & Licensing Committee (14th December 2022) Minute No. 311(b) Planning Application No. 3931/22/VAR for 205 Whitchurch Road, Tavistock PL19 9DQ as applicant.

- Councillor B Smith in respect of Budget & Policy Minute No. 294 – Grants Panel Meeting by virtue of holding office in the organisation;
- Councillor H Smith in respect of Development Management & Licensing Committee (14th December 2022) Minute No.311(b) Planning Application Nos. 3999/22/FUL and 4000/22/LBC by virtue of close family association;
- Councillor Mrs U Mann in respect of Budget & Policy Minute No. 294 – Grants Panel Meeting, by virtue of employment.

315. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of Tavistock Town Council held on Tuesday 22nd November, 2022 be confirmed as a correct record and signed by the Chairman (Appendix 1).

316. PUBLIC REPRESENTATIONS AND QUESTIONS

No public representations or questions had been received prior to the Meeting.

Arising from the foregoing reference was made to the related procedural arrangements, public participation levels and associated matters. It was noted that the new Council would review the content of Standing Orders and other organisational governing documents at an early stage and there was consensus such matters could form part of same.

ITEMS REQUIRING A DECISION

317. TAVISTOCK TOWN COUNCIL BUDGET & PRECEPT 2023-2024

The Council considered the previous deliberations and recommendations of the Budget & Policy Committee, together with a Schedule of Fees and Charges (previously circulated) and updated Budget Summary (Appendix 2) to reflect the current tax base.

In accordance with the provisions of Standing Order No. 3(r) the vote on the following items was taken by Roll Call

a) Tavistock Town Council - Schedule of Fees & Charges 2023-24

A proposition was received to adopt the foregoing, as set out.

In favour – Councillors Ms L Crawford, Ms M Ewings A Hutton, Mrs A Johnson, A Lewis, Mrs U Mann, P Peers, B Smith, H Smith, P Squire, A Venning, P Ward (Mayor), P Williamson.

Against – none

Abstained – none

Accordingly, it was:

RESOLVED THAT the Schedule of Tavistock Town Fees & Charges 2023-24 be approved and adopted.

b) Tavistock Town Council Budget & Precept 2023-24

A proposition was received to adopt the foregoing, as set out.

In favour – Councillors Ms M Ewings A Hutton, Mrs A Johnson, A Lewis, Mrs U Mann, P Peers, B Smith, H Smith, P Squire, A Venning, P Ward (Mayor), P Williamson.

Against – Councillor Ms L Crawford

Abstained – none

Accordingly, it was:

RESOLVED THAT the Tavistock Town Council:

- a) Budget 2023–2024, as submitted;
- b) Precept 2023–2024 as submitted, in the sum of £968,870 (representing £204.72 per Band D property equivalent);

be approved and adopted.

Noted That in the discussion arising from the foregoing particular reference was made to extensive work undertaken in preparation of the Budget, together with the substantial nature of financial contributions from the Council associated with supporting the operation of the Guildhall Gateway Centre.

318. GENERAL FINANCE

The Council considered the following: -

a) Schedule of Payments

The Council received and considered copies of the monthly accounts as at 30th November, 2022 (Appendix 3) as listed on the Council's website;

b) Budget Monitoring Report

The Council received and considered a copy of the Budget Monitoring Report (Appendix 4) as at 30th November, 2022.

319. BUDGET & POLICY COMMITTEE

The Council considered the Minutes of the Meeting of the Budget & Policy Committee (Appendix 5) held on Tuesday 13th December, 2022, the recommendations being reported by rote.

RESOLVED THAT subject to

- consideration of Minute Nos. 300 - 302 being deferred to a later point in the Meeting, in view of the confidential nature of the business to be transacted,
- Minute No 293 having previously been addressed (Minute No 317 above refers);

the recommendations included in the foregoing report of the Committee (Minute Nos. 290-292 & 294-299) be approved and adopted.

Noted That;

- The Mayor, Councillor P Ward, declared an interest in Minute No 296 by virtue of association with the organisation concerned and left the room during consideration thereof.
- In the absence of the Mayor (or Deputy Mayor), and with the assent of the Meeting, the Chair was taken by the immediate past Mayor, Councillor A Hutton.
- Councillor Mrs U Mann declared an interest in Minute No 294 (application by T,N,M & WD CAB refers) and left the Meeting during consideration thereof;
- The undertaking included in the note to Minute No 295 was reiterated.

320. DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE

The Council considered the following: -

- i) Development Management & Licensing Committee – Minutes of the Meeting held on Monday 21st November, 2022 (Appendix 6).
- ii) Development Management & Licensing Committee – Minutes of the Meeting held on Wednesday 14th December, 2022 (Appendix 7).

Noted That Councillor P Ward left the Meeting during consideration of the Minutes above. Minute No. 314 above refers, accordingly:

- The Mayor, Councillor P Ward, declared an interest in item (ii) above – (Application No 1547/22/LBC refers) by virtue of being the Applicant and left the room during consideration of those Minutes.
- In the absence of the Mayor (or Deputy Mayor), and with the assent of the Meeting, the Chair was taken by the immediate past Mayor, Councillor A Hutton.

RESOLVED THAT the recommendations included in the foregoing reports of the Committee be approved and adopted.

321. APPOINTMENTS

The following appointments were considered:

a) Deputy Mayor

Following the resignation from office of the former Deputy Mayor, and pursuant to Minute No 282, nominations were invited for the position of Deputy Mayor to serve to the end of the current Civic Year.

A nomination, duly proposed and seconded, was received in respect of Councillor A Hutton.

RESOLVED THAT Councillor A Hutton be appointed Deputy Mayor for the remaining Council term.

b) Councillor Appointment to the Neighbourhood Development Plan (NDP) Steering Group

Nominations were invited to fill the Councillor vacancy which had arisen on the Neighbourhood Development Plan Steering Group

A nomination, duly proposed and seconded, was received in respect of Councillor P Peers.

There being no other nominations it was;

RESOLVED THAT Councillor P Peers be appointed to the NDP Steering Group to serve to the end of the current Council term.

ITEMS CIRCULATED FOR INFORMATION ONLY

322. SERVICE REPORTS

The Council received, for information, the reports of the Pannier Market, Works Department and Town Hall & Butchers' Hall (Appendices 8-10 refer). In the discussion arising:

a) Pannier Market

Clarification was provided on the actions being undertaken to help mitigate energy costs and related matters;

b) Works Department Report:-

- Council staff were commended for:
 - o the Christmas Lights display, which had received positive feedback; and
 - o the support provided for a successful BID Co Dickensian Evening
- Bannawell Open Space – attention was drawn to ongoing difficulties associated with the failure of Devon County Council to adequately maintain drainage arrangements for which it was responsible leading to regular flooding at the site entrance, often preventing access altogether. Discussions with DCC had been ongoing for some time and a report would be brought forward in the next round of Meetings.

323. FINANCE AND OTHER MATTERS

The Council received, for information, the following: -

- a) Report of the Assistant to the Town Clerk (Appendix 11);
- b) Notes of the Town Hall & Markets Consultative Group Meeting held on 6th December, 2022 (Appendix 12);
- c) Updates
 - i) From representatives serving on outside bodies:

- whilst not a Council appointment a Member advised of an upcoming meeting for volunteer Police Advocates;
- ii) From Members who had attended training sessions:
A Member reported attendance at a training session on 'Recruiting and Retaining Councillors'. Feedback would be shared with colleagues reviewing pre-candidature arrangements (Minute No. 295 refers).

EXCLUSION OF PRESS AND PUBLIC

324. 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 it was: -

RESOLVED THAT the Press and Public be excluded from the Meeting for the following items of business.

CONFIDENTIAL ITEMS REQUIRING A DECISION

325. 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 person or persons other than the Council).

The Council received and considered Minute Nos. 300 - 302 of the Meeting of the Budget & Policy Committee (Appendix 5 refers) held on Tuesday 13th December, 2022.

RESOLVED THAT the recommendations included in the foregoing report of the Committee (Minute Nos. 300-302) be approved and adopted.

Noted That (Minute No 300 refers):

- Tavistock Heritage Trust's (THT) 2022 Annual Accounts would be circulated to all Members;
- It was understood THT had determined that whilst the Visitor Information Centre would re-open on 10th January 2023, the remainder of the building would remain closed to the public until March 2023;
- that there was currently no Centre Manager in situ, whilst the THT Board explored/reviewed options.

326. DEBTORS

(**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).

The Council considered and noted the list (Appendix 13) of all those with debts to the Council dating from earlier than the last Quarter Day, and received relevant updates.

CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY

327. 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).

The Council was advised of progress in connection with a tenancy matter pursuant to the prior instructions of the Council. Agreement had been reached, in principle, by the parties to progress the applicable dispute resolution process on a preliminary point and updates would be provided as matters progressed.

The Press and Public were re-admitted to the Meeting.

The Meeting closed at 6.41pm.

Signed:

Dated:

CHAIRMAN