

## AGENDA ITEM No. 3a

**MINUTES** of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 9<sup>th</sup> JANUARY, 2018** at **6.45pm**

**PRESENT** Councillor P Sanders (Mayor)  
Councillor P Ward (Deputy Mayor)

Councillors Ms L Crawford, Mrs M Ewings, A Hutton, Mrs A Johnson, A Lewis, P Palfrey, J Sheldon, H Smith, P Squire, A Venning, Mrs J Whitcomb and P Williamson.

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

Note – Prior to the Meeting there was opportunity for quiet reflection led by Father John Greatbatch of Our Lady of the Assumption and Mary Magdalene RC Church of Tavistock. A report from County Councillor Mrs D Sellis was received.

### **252. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors J Moody, Mrs L Roberts and E Sanders.

### **253. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at this point in the Meeting.

### **254. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Tavistock Town Council held on Tuesday 28<sup>th</sup> November, 2017 be confirmed as a correct record and signed by the Chairman (Appendix 1).

#### Noted That

- Minute 210 b) - the Mayor reported that he was still trying to organise Planning and Licensing Training with the head of department(s) of the local Planning Authority on behalf of the Council, and hoped arrangements would be in place shortly
- Minute 215 c&d) – the General Manager undertook to provide clarity, as necessary, on these matters.

## **ITEMS REQUIRING A DECISION**

### **255. COUNCIL BUDGET & PRECEPT 2018-2019**

The Council considered the above, including the recommendations of the Meeting of the Budget & Policy Committee held on 19<sup>th</sup> December, 2017 (Minute No. 257 refers).

RESOLVED THAT

- a) the proposed Council Budget 2018-19 be approved; and
- b) the Precept for Tavistock Town Council be set in the sum of £ 135.30 per Band D property equivalent, representing an increase of approximately 9.60%.

### **256. GENERAL FINANCE**

The Council considered the following:-

#### **a. Schedule of Payments**

The Council received and considered, a copy of the monthly accounts as at 30<sup>th</sup> November, 2017 (Appendix 2).

#### **b. Budget Monitoring Report**

The Council received and considered a copy of the Budget Monitoring at Report as at 30<sup>th</sup> November, 2017 (Appendix 3).

### **257. BUDGET & POLICY COMMITTEE**

The Council considered the Minutes of the Meeting of the Budget & Policy Committee (Appendix 4) held on 19<sup>th</sup> December, 2017 (Minute Nos. 230 - 241).

RESOLVED THAT subject to the deferral of Minute No. 242 in view of the confidential nature of the business to be transacted, the recommendations included in the foregoing report of the Committee be approved, and the Minutes be received.

Noted That

- a) further to Minute No 235 the convening of a meeting with the Tavistock Heritage Trust was welcomed.
- b) Minute No 240, concerns regarding the need for appropriate safeguards were reiterated.

### **258. DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE (DM&L)**

The Council considered the following:-

- a. Development Management & Licensing Committee – 12<sup>th</sup> December, 2017** (Appendix 5)

The Minutes of the Meeting of the Development Management and Licensing Committee held on 12<sup>th</sup> December, 2017 (Minute Nos. 221 - 229 inclusive).

**b. Development Management & Licensing Committee – 3<sup>rd</sup> January, 2018** (Appendix 6)

The Minutes of the Meeting of the Development Management and Licensing Committee held on 3<sup>rd</sup> January, 2018 (Minute Nos.243 - 251 inclusive).

Noted that Minute 247a);

- following the Devon County Council Highways and Traffic Orders Committee site visit at Grenville Drive on 8<sup>th</sup> January 2018, which considered proposed changes to parking arrangements in the area it was agreed that the proposal would be re-considered at the next Development Management and Licensing Committee Meeting (23<sup>rd</sup> January, 2018). The Recommendation from the Meeting to be brought before the next Council Meeting (13<sup>th</sup> February, 2018) for referral to the Highway Authority.

**ITEMS CIRCULATED FOR INFORMATION ONLY**

**259. SERVICE REPORTS**

The Council received and noted reports of the General Manager, Works Department, Town Hall and Pannier Market (Appendices 7 - 10 refer)

Noted That arising from consideration of above, and in response to questions, the Council was advised:-

a) General Manager's Report

- Christmas Lights – A Member reported communication, in an open forum, from a member of the public regarding removal of the Christmas Lights by the BID Co. The General Manager undertook to arrange notification on such works being carried out by the Town Council, as appropriate, and to pass the matter on to BID Co.
- Welfare Portacabin – The Clerk reported that a unit previously used by the Works Department was proposed to be disposed of, and was currently being marketed. Under the Council's Financial Regulations details of the disposal would be brought to a future Meeting.

b) Town Hall Report

The Town Hall Manager and staff were commended on securing a place at the final of the South West Wedding Venue Awards, due to take place on 19<sup>th</sup> January, 2018 at which the Council would be represented.

c) Pannier Market Report

Clarification was provided regarding the options for acquisition of the trading units recently erected on Bedford Square for the use of Pannier Market traders during the roofing works.

The work undertaken by staff to deliver the Butchers' Hall offer, content and appearance was commended together with appreciation to the contractor for the standard of the works undertaken. The General Manager also expressed the appreciation of staff to the Market traders for their input into the move, and the positive way in which it was carried out.

**260. FINANCE AND OTHER MATTERS**

The Council received and noted the following:-

**a) Report of the Assistant to the Town Clerk (Appendix 11)**

Noted that;

- the Mayor thanked those who had attended the Mayor's Christmas Party on the 18<sup>th</sup> December, 2017 and to the Assistant to the Town Clerk and the Office Administrator (Mayoral Support) for their efforts in putting this event together;
- the Town Clerk gave an overview on the forthcoming General Data Protection Regulation and the expected, potentially significant, impact this could have on the organisation;
- reference was made to the thanks recently received from the Royal British Legion for the support that Tavistock Town Council, and its staff, had provided over the many commemorative events held at the war memorial over the last 12 months. The high level of staff attendance at these events was also noted;
- the Assistant to the Town Clerk also provided an update on a recent request received from a local musical group to rent a vacant room in the Council Office basement

**b) Southern Links – Notes of the Meeting held on 30<sup>th</sup> November, 2017 (Appendix 12);**

**c) Tavistock BID Company – Minutes of the Meeting held on 15<sup>th</sup> November, 2017 (Appendix 13);**

Noted that;

- The General Manager offered clarification at Minute 3 headed 'Bloom' that TTC was open to continuing to provide the service at a fair price which covered costs. Those Members present also serving on the BID Company undertook to raise this issue at the next BID Meeting..

**d) Town Hall & Markets Consultative Group – Notes of the Meeting held on the 5<sup>th</sup> December, 2017 (Appendix 14);**

Noted that following a discussion regarding Public Realm works to be undertaken in the Pannier Market perimeter, it was confirmed that whilst matters such as surface materials/design were already approved views would need to be sought on ancillary elements such as trading, seating, lighting etc and any soft landscaping.

**e) Tavistock & District Chamber of Commerce – Minutes of the Meeting held on the 4<sup>th</sup> December, 2017 (Appendix 15);**

Noted that following the announcement that the current Chairman was standing down at the Tavistock and District Chamber of Commerce Annual General Meeting in February 2018, the Council's representative undertook to invite the new Chairman to speak at a future Council Meeting.

**f) Tavistock Townscape Heritage Initiative – Progress Report (Appendix 16)**

**g) Updates -** The following updates from Council representatives serving on other outside bodies in connection with the work or the Council, were received:-

- i. Kingdon House – it was reported that 40% of the Phase 1 costs of £ 130,000 was in place, with a Grant Application to the Dartmoor LEAF currently being drafted. Letters of support were being sought, including from the Mayor.
- ii. Sensory Garden – the official opening of the Sensory Garden took place on 20<sup>th</sup> December 2017 by Angela Rippon, and that most of the planned work by volunteers was now complete. It was reported a proposal had been made by the supporting Group to re-designate itself as a Charitable Incorporated Organisation (CIO).

The Mayor commended the work of all the partner organisations involved in the development and delivery of an excellent co-production initiative.

**261. COMMUNICATIONS FROM THE MAYOR**

The Mayor confirmed that the Town Council had been approached to submit a nomination for a past Chairman to attend a Royal Garden Party on 5<sup>th</sup> June, 2018. Two relevant Members had been nominated and, following the drawing of a name, Councillor H Smith's name would be submitted for the draw organised for the sector by the Devon Association of Local Councils.

**262. 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**

**263. BUDGET & POLICY COMMITTEE CONT'D**

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

The Minutes of the Meeting of the Budget & Policy Committee held on 19<sup>th</sup> December, 2017 (Minute No. 242 refers).

RESOLVED THAT subject to the amendment below, the recommendations included in the foregoing report to the Committee be approved and the Minutes be received.

**Minute 242 Legal & Property Matters** – pursuant to the foregoing (item (b) refers) attention was drawn to draft Heads of Terms which had been circulated with the agenda for consideration by Council arising from which it was:-

RESOLVED THAT the draft Heads of Terms, as circulated, be accepted.

Noted That the Town Clerk confirmed that same was subject to ratification by the Tennis Club, set out to provide a fair and sustainable solution to both parties and had been approved by the Solicitors to the Council.

**CONFIDENTIAL ITEMS CIRCULATED**

**FOR INFORMATION ONLY**

**264. PROPERTY AND FINANCE MATTERS**

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

i) **Debtors**

The Council considered and noted a list of all those with debts to the Council dating from earlier than the last Quarter Day and received updates, where appropriate, in respect of same (Appendix 17)

The work of the staff, and the Council, was commended in securing repayment of all outstanding monies from the debts attaching to a former tenant.

ii) **Long Leases**

a) Court Gate

The Clerk updated Council, for information, on recent discussions which had taken place between the various organisations involved including, inter alia;

- i. that Tavistock Town Council would allow the tenant up to a 2-year rent free period for the premises and permission to temporarily sub-let to an approved under tenant for that time, the tenant in turn would then;
- ii. allow the prospective under tenant to use the premises for this period to provide a Tourist Information type facility accompanied by a grant from the tenant of £1,000pa to the under tenant.

RESOLVED THAT the Council endorse the approach as outlined above.

(Councillor A Lewis left the Meeting)

b) Meadowlands

The Town Clerk gave a verbal update on the past and current situation regarding this matter and the advice of the Solicitors to the Council as to how best to meet the request of the tenant.

RESOLVED THAT the restriction be varied in accordance with the advice of the Council's Solicitor.

The Press and Public were re-admitted to the Meeting

**265. COUNCIL SEAL**

RESOLVED THAT the Council Seal be affixed to the various deeds and documents to be made or entered into for the carrying into effect of those decisions or matters approved by the Council this day.

The Meeting closed at 8.30pm.

Chairman .....

Date.....