

**AGENDA ITEM No 3(a)**

**MINUTES** of the **ANNUAL MEETING** of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY** the **21<sup>st</sup> May, 2013** at **7.10pm**

**PRESENT** Councillor Mrs A Johnson (Mayor)

Councillors Mrs S Bailey, R Eberlie, Mrs M Ewings, Mrs J Metcalf, E Sanders, P Sanders, J Sellis, J Sheldon, E Sherrell, H Smith, B Trew, D Whitcomb, Mrs J Whitcomb.

**IN ATTENDANCE** Town Clerk, Assistant to the Town Clerk

Note – Prior to the meeting there was an opportunity for quiet reflection led by Reverend Sean Brassil of St Andrew’s Parish Church, Whitchurch. The retiring Mayor also took the opportunity to express her thanks and appreciation and bid farewell to the Mayor’s Cadet for the 2012-2013 Civic Year – Corporal Callum Smith.

---

**1. ELECTION OF MAYOR**

Nominations were invited for the election of Mayor of Tavistock Town Council for the 2013-2014 Civic Year.

A nomination was received in respect of Councillor H Smith (proposed by Councillor Mrs A Johnson and seconded by Councillor Mrs J Metcalf)

**RESOLVED THAT** Councillor H Smith be elected Mayor of the Tavistock Town Council for the 2013-2014 Civic Year.

The Mayor was invested with the Chain of Office. He thanked the Council for the honour of being able to represent the Town during the 2013–2014 Civic Year and signed the Declaration of Acceptance of Office.

The 2011–2012 Mayor, Councillor P Sanders, gave an oral tribute to the retiring Town Mayor, Councillor Mrs A Johnson.

**2. ELECTION OF DEPUTY MAYOR**

Nominations were invited for the election of Deputy Mayor of Tavistock Town Council for the 2013-2014 Civic Year.

A nomination was received in respect of Councillor J Sheldon (proposed by Councillor H Smith and seconded by Councillor P Sanders).

**RESOLVED THAT** Councillor J Sheldon be appointed Deputy Town Mayor for the 2013-2014 Civic Year.

The Town Mayor invested the Deputy Mayor with the Medallion of Office. Councillor Sheldon signed the Declaration of Acceptance of Office and thanked the Council for the honour of being elected as Deputy Town Mayor for the 2013-2014 Civic Year.

**3. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors D Rose and Mrs L Rose.

The Mayor noted with regret that Councillor A Tossell had resigned his seat upon the Council. Arrangements would therefore be put in place for the filling of the casual vacancy arising.

**4. DECLARATIONS OF INTEREST**

Councillor E Sherrell declared an interest in Minute No 486 by virtue of being the subject matter of same.

**5. CONFIRMATION OF MINUTES**

RESOLVED THAT

- a) the Minutes of the 'Special' Meeting of Tavistock Town Council held on Wednesday 15<sup>th</sup> May, 2013 be confirmed as a correct record and signed by the Chairman
- b) The Minutes of the 'Ordinary' Meeting of the Tavistock Town Council held on Wednesday 15<sup>th</sup> May, 2013 be confirmed as a correct record and signed by the Chairman.

**6. CIVIC/CEREMONIAL EXPENSES AND THE EXPENSES OF OFFICE**

The Council considered civic/ceremonial expenses and the expenses of office arising from which it was:-

REOLVED THAT Tavistock Town Council endorse:-

- a) The payment of an allowance of £2,000 to the Town Mayor to defray the expenses attached to this office in pursuant of Section 15(5) of the Local Government Act 1972
- b) Classifying the attendance of the Mayor and Deputy Mayor when on official business outside of the area as an approved duty in respect of travelling allowances
- c) Confirm that the cost of subsistence and other reasonable expenses incurred by the Deputy Mayor when representing the Council on official business shall be reclaimable on a receipted basis in respect of their own attendance.

Noted That – the Mayor declared a personal and prejudicial interest in the above matter and left the meeting during consideration thereof. The Chair being taken by the Deputy Mayor in his absence.

**7. APPOINTMENT OF COMMITTEES**

The Committee considered a Schedule outlining the proposed Membership of Committees of the Council (Appendix 1)

RESOLVED THAT the identified Committees be appointed for the ensuing 2013-2014 Civic Year.

**8. CALENDAR OF MEETINGS**

The Council considered a draft Calendar of Meetings for the 2013-2014 Civic Year (Appendix 2).

RESOLVED THAT subject to the amendment of the date for the May 28<sup>th</sup> meetings of standing committees to May 27<sup>th</sup> the submitted 2013-2014 Calendar of Meetings be adopted.

Noted That – a revised Calendar of Meetings would be circulated to all Members.

**9. APPOINTMENT OF REPRESENTATIVES TO CHARITIES AND OTHER BODIES**

The Council considered a Report setting out the proposed appointment of Representatives to Charities and Other Bodies (Appendix 3)

RESOLVED THAT representatives be appointed to charities and other bodies as set out in the report.

**10. RECORD OF ATTENDANCE**

The Council considered and noted a Schedule setting out the Councillor Record of Attendances (Appendix 4) at Meetings of the Council held during the 2012-2013 Civic Year.

**11. MAYOR'S CADET**

The Council received notification of the Mayor's Cadet for the ensuing Civic Year – Lance Corporal Joseph Duddridge.

**12. COUNCIL SEAL**

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

The Meeting closed at 7.28 p.m.

Signed \_\_\_\_\_

Dated \_\_\_\_\_