

AGENDA ITEM No 3(a)

MINUTES

of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY, 18th SEPTEMBER, 2018, at 6.45pm.**

PRESENT

Councillor P Ward (Mayor)

Councillor Mrs A Johnson (Deputy Mayor)

Councillors Ms L Crawford, Mrs M Ewings, A Fey, Mrs U Mann, P Palfrey, E Sanders, P Sanders, J Sheldon, P Squire, A Venning, Mrs J Whitcomb and P Williamson.

IN ATTENDANCE

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

Prior to the Meeting there was an opportunity for quiet reflection led by Councillor P Ward (Mayor). A report from County Councillor Mrs D Sellis was received.

127. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors A Hutton, A Lewis and Mrs L Roberts.

128. DECLARATIONS OF INTEREST

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

129. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of the Tavistock Town Council held on Tuesday, 31st July, 2018, be confirmed as a correct record and signed by the Chairman (Appendix 1).

ITEMS REQUIRING A DECISION

130. GENERAL FINANCE

The Council considered the following:

a) **Schedule of Payments:**

The Council received and considered copies of the Monthly Accounts as at 30th June 2018 (Appendix 2)

A Member raised a query with regard to a payment within the Accounts, which was deferred until later in the Meeting due to its confidential nature.

b) **Budget Monitoring Report:**

The Council received and considered a copy of the Budget Monitoring Report as at 30th June 2018 (Appendix 3)

131. GENERAL POWER OF COMPETENCE

The Council considered re-adoption of the General Power of Competence.

RESOLVED THAT having met the criteria for eligibility for the General Power of Competence (GPC) relating to the Electoral Mandate (66%) and the relevant training of the Clerk, the Council readopt the General Power of Competence.

An oral overview of the benefits of holding the General Power of Competence was provided.

132. BUDGET & POLICY COMMITTEE

The Council considered Minute No's. 103–116 of the Meeting of the Budget & Policy Committee (Appendix 4) held on 4th September, 2018, the recommendations being reported by rote.

RESOLVED THAT subject to amendments to the following recommendations:

- a) Minute No. 109 (c) – a Grants Panel being appointed, to consist of Councillors P Ward, Mrs A Johnson, P Sanders, A Venning, P Palfrey, P Squire, A Fey, P Williamson, Mrs U Mann, Ms L Crawford, and Mrs M Ewings.

Noted That appreciation was expressed to those Members who had contributed to the development of the amended Council grants scheme

- b) Minute No. 111 - Councillor Mrs M Ewings being added to the list of those appointed to represent the Council.

the recommendations included in the foregoing Report of the Committee be approved and the Minutes be received.

Noted that:

- i) Minute No. 112 – in response to a question it was confirmed the forthcoming Public Realm works included refurbishment in the area of the Gates off Bedford Square.
- ii) Minute No 117 would be deferred until later in the Meeting in view of the confidential nature of the business to be transacted.

133. DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE (DM&L)

The Council considered the following:

- a) **Development Management & Licensing Committee Meeting held on 21st August, 2018** (Appendix 5) – Minutes of the Meeting of the Development Management & Licensing Committee held on 21st August 2018 (Minute No's 94-102 inclusive) the recommendations being reported by rote.

- b) **Development Management & Licensing Committee Meeting held on 11th September, 2018** (Appendix 6) - Minutes of the Meeting of the Development Management & Licensing Committee held on 11th September, 2018 (Minute No's 118-126 inclusive), the recommendations being reported by rote.

Noted That Minute No. 122(c) – a discussion took place regarding the proposed names for roads at the new development in Tavistock as put forward by the developers. These were supported excepting only Poldice (as the Poldice Mine was sited in South East Cornwall).

RESOLVED THAT the recommendations included in the foregoing reports of the Committee be approved, and the Minutes be received.

134. APPOINTMENTS TO COUNCIL BODIES

The Council considered a request regarding appointment to the Council's Development Management & Licensing Committee.

RESOLVED THAT Councillor Mrs U Mann be added to the membership of the Development Management & Licensing Committee.

Noted That an associated request regarding the Town Hall & Markets Consultative Group had been withdrawn.

ITEMS CIRCULATED FOR INFORMATION ONLY

135. SERVICE REPORTS

The Council received and noted the Reports of the General Manager, Works Department, Butchers' Hall, Town Hall and Pannier Market (Appendices 7-11 refer).

Noted That - in response to matters raised;

a) General Managers Report

- i. It was confirmed that a Quantity Surveyor appointment would commence when the Permission to Start was received;
- ii. The General Manager was congratulated on passing the Prince 2 Foundation Qualification;
- iii. Appreciation was extended to the General Manager for the delivery of the Molly Owen Centre as a Works Depot.

b) Works Department Report – concerns were raised regarding drug-related paraphernalia being found around the play areas in The Meadows, officers would liaise with the Police;

c) Town Hall Report – The Mayor and colleagues extended appreciation to two members of staff who were shortly to be leaving Council employment.

136. FINANCE AND OTHER MATTERS

The Council received, for information, the following:-

a) Report of the Assistant to the Town Clerk (Appendix 12)

Noted that:

- Members were reminded of the forthcoming MacMillan Coffee Morning which would take place in the Council Chamber on Friday, 28th September 2018 from 10 am – 1 pm and invited to pledge donations of cakes and other related items, and to encourage friends and family to attend with them;
- The Mayor also reminded Members that was helpful if they responded to e-mails and requests for responses sent by the Assistant to the Town Clerk.

b) Minutes of the Tavistock BID Company Meeting held on 22nd August, 2018 and Notes from the Dickensian Evening Planning Meeting (Appendix 13)

Noted that:

- The Council's Representative on this organisation confirmed that safety arrangements with regard to the forthcoming Dickensian Evening were being attended to by the BID Company, with the subsequent report being evaluated by Officers of the Council. The General Manager confirmed he had attended a meeting the previous week with the major stakeholders and the Emergency Services. The Emergency Plan had now taken significant steps forward to ensure a satisfactory system would be in place prior to the event and he would report further in the next month.

c) Notes of the Meeting of the Tavistock Matters held on 5th September, 2018 (Appendix 14).

d) Guildhall Gateway Centre – the Town Clerk gave an oral update and confirmed that the 'Permission to Start' request had been submitted with the accompanying paperwork, and that HLF had been advised that it was hoped remaining documents (lease/sla)

would be completed later in the week. The Permission to Start confirmation would then follow.

Noted That

- i) Councillor P Sanders Declared a personal non-prejudicial interest in this item by virtue of being a Trustee of Tavistock Heritage Trust;
 - ii) The Mayor gave thanks to the Officers of the Council with regard to this matter which now appeared to have been completed in order to enable commencement of works proper.
- e) Updates – the following updates were received from Council representatives:
- A Member involved with the provision of the 'Communities Together' funded training confirmed an e-mail had been sent to all Members with regard local training but, unfortunately, had received insufficient expressions of interest for such training to be delivered locally. The Member undertook to re-issue the e-mail in anticipation of attracting the interest of at least 8 Councillors, which would make it possible to deliver this training locally.
 - Council was advised of the imminent retirement of Lesley Smith of the Devon Association of Local Councils (DALC) who had provided enormous support and guidance to Town and Parish Councils over many years. Appreciation and best wishes were expressed.

EXCLUSION OF PRESS AND PUBLIC

137. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act of 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

138. BUDGET & POLICY COMMITTEE CONTINUED

(**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).

a) **Budget & Policy Committee – 4th September**

The Council considered and noted confidential Minute No 117 of the Meeting of the Budget & Policy Committee (Appendix 4 refers) held on 4th September, 2018.

b) **Budget & Policy Committee – 12th September**

The Council considered notes of the Informal Meeting of the Budget & Policy Committee held on 12th September, 2018 (Appendix 15).

RESOLVED THAT the course of action commended in section A items (i)-(iv) be approved and adopted by the Council and the Notes be received.

Noted That

- o that two meetings had already taken place with the affected staff;
- o any additional duties attaching to new or varied roles would be reflected in a job evaluation exercise and existing staff in the Department would have the opportunity to apply for vacant new roles.

139. PROPERTY & 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 (Appendix 16).

Noted That it was confirmed that the final stage of the Council's Debtors' Policy would be instigated with regard to Debtor A as shown on the report.

The Press and Public were readmitted to the Meeting.

CONFIDENTIAL ITEMS CIRCULATED
FOR INFORMATION ONLY

140. SCHEDULE OF PAYMENTS

(**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).

A detailed query was raised in respect of costs associated with an ongoing workstream which, notice not having been given, would be addressed at a future Meeting (Minute No. 130a above refers).

141. COUNCIL SEAL

RESOLVED THAT the Council's 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 7.46 pm

Signed.....

Dated.....

CHAIRMAN

1.

ITEMS CIRCULATED FOR INFORMATION ONLY

URGENT BUSINESS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN

2. 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.

3.

CONFIDENTIAL ITEMS FOR RECOMMENDATION TO COUNCIL

CONFIDENTIAL URGENT BUSINESS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN

The Meeting closed at ***pm.

Signed.....

Dated.....

CHAIRMAN

