

AGENDA ITEM No. 3a

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 21st JUNE, 2016** at **7.03pm**

PRESENT Councillor Mrs M Ewings (Mayor)
Councillor P Sanders (Deputy Mayor)

Councillors T Gibbins, Mrs A Johnson, A Lewis, J Moody, P Palfrey Mrs L Roberts, C Rogers, J Sheldon, H Smith, A Venning, P Ward, Mrs J Whitcomb and P Williamson.

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

Note - Prior to the Meeting there was an opportunity for quiet reflection led by Father John Greatbatch of Our Lady and St Mary Magdalen Church, together with reports from County Councillor Mrs D Sellis and Borough Councillor R Oxborough

25 APOLOGIES FOR ABSENCE

An apology for absence had been received from Councillor E Sanders

26 DECLARATIONS OF INTEREST

Councillor Mrs M Ewings declared an interest in Agenda Item 30(b) by virtue of serving on the Board of the organisation and left the room during consideration thereof.

27 CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Annual Meeting of the Tavistock Town Council held on Tuesday 17th May, 2016 be confirmed as a correct record and signed by the Chairman (Appendix 1)

28 AUDIT, ACCOUNTS AND ANNUAL RETURN FOR THE YEAR ENDING 31st MARCH 2016

- i. Report of the Internal Auditor

The Council's Internal Auditor introduced his Annual Report dated 20th May, 2016 (Appendix 2) and gave a brief update on internal audit activities on behalf of the Council over the previous year.

In particular it was considered to have been a positive year for the Council

ii. Report of the Accountant to the Council

The Council's Accountant introduced the Financial Statements (Appendix 3) and Annual Return (Appendix 4) for the Town Council for the year ended 31st March 2017 and, in particular, drew attention to:-

- the difference between OMEGA Accounting methods and the requirements of the Annual Return;
- strong financial performance achieved against budget;
- the positive level of funds transferred to reserves;
- in response to a question the basis of the valuation of fixed assets.

In summary the Council was considered to be in good financial health.

Noted That arising from the foregoing the Mayor presented Mr D Kemp with a token of appreciation in recognition of his longstanding service to the Council.

a) Tavistock Town Council – Financial Statements for the Year Ended 31st March, 2016

RESOLVED THAT

- i) The Tavistock Town Council Financial Statements for the Financial year ended 31st March, 2016 be received and adopted as a reasonable statement of the activities of the Council;
- ii) The Mayor and Town Clerk/Responsible Financial Officer be authorised to sign same on behalf of the Council.

b) Tavistock Town Council Annual Return for the Year Ended 31st March, 2016

RESOLVED THAT with regard to the Annual Return for the year ended 31st March, 2016:-

- i) The answers to the Questions listed in Section 1 of the Annual Return be as follows: questions 1-8 (yes), question 9 (N/A)
- ii) Section 2 of the Annual Return be endorsed
- iii) The Mayor and Town Clerk/Responsible Financial Officer be authorised to sign the Annual Return reflecting the above responses.

29 TAVISTOCK TOWN COUNCIL – CHANGE OF OPERATING ARRANGEMENTS

The following items had been submitted pursuant upon the decision of Council to introduce amendments to its operating arrangements:-

a) Tavistock Town Council Financial Regulations

The Council considered the report of the Town Clerk (Appendix 5) arising from which it was:

RESOLVED THAT

- i) the Tavistock Town Council Financial Regulations, as amended, be adopted;
- ii) Furthermore in accordance with para 6.6 the Council approve the use of Variable Direct Debits, para 6.7 approve the use of Bankers Standing Order and para 6.8 approve the use of BACS or CHAPS.

b) Composition of Forward Planning, Policy & Programme Sub- Committee

A motion had been received in respect of the composition of the Sub-Committee pursuant upon the discontinuance of the Finance and General Purposes Committee arising from which it was:

RESOLVED THAT

- i) the future membership of the Sub-Committee be 7 Members comprising the current Mayor, Deputy Mayor and immediate past Mayor (where applicable) together with four other Members of Council;
- ii) The Sub-Committee be re-designated the Budget and Policy Sub-Committee;
- iii) Members wishing to be considered to serve on the Sub-Committee submit their names to the Town Clerk by not later

that Tuesday 12th July, 2016 in order that Council may make appointments at its July Meeting.

c) **Planning**

i) **Plans Committee Meetings**

Council considered the following reports of Meetings of the Plans Committee

- **Plans Committee – 16th May, 2016**

The Minutes of the Meeting of the Plans Committee held on 16th May, 2016 (Minute No's 379 – 386 inclusive)(Appendix 6)

- **Plans Committee – 7th June, 2016**

The Minutes of the Meeting of the Plans Committee held on the 7th June, 2016 (Appendix 7) (Minute No's 15 – 24 inclusive)

RESOLVED THAT subject to any amendments listed above the recommendations included in the foregoing reports of Committee Meetings be approved and the reports be received.

ii) **Plans Committee - Membership**

Nominations were invite for a Member to serve on the Plans Committee pursuant upon the resignation of Councillor C Rogers.

No nominations were received.

RESOLVED THAT this matter be addressed and determined at the next Meeting of Council.

30 ELECTORAL MATTERS

Council considered the following matters:-

a) **Resignation of Councillor**

The resignation of Councillor Mrs S Bailey was noted. Arrangements would be put in place for election/co-option as appropriate.

Noted That the matter of poll cards had not been considered by the Council, past practice being not to request them in view of the expense involved.

b) **Tavistock Business Improvement District Ltd**

Consideration was given to the report of the Town Clerk (Appendix 8) in connection with the continuation or otherwise of the Tavistock Business Improvement District and matters pertaining to the views of Council.

The contribution made by the BID was considered to have been positive

RESOLVED THAT

- Tavistock Town Council support the continuation of the BID Company in Tavistock and its vote(s) in the ballot be exercised accordingly;
- The BID Company be requested to make available a seat on its Executive Committee for a Town Councillor should it be successful in achieving a second term.

OTHER ITEMS REQUIRING A DECISION

31 FINANCE

i) **Schedule of Payments**

The Council received and considered copies of the monthly accounts, as at 30th April, 2016 (Appendix 9)

ii) **Budget Monitoring Report**

The Council received and considered copies of the Budget Monitoring Report as at 30th April, 2016 (Appendix 10).

iii) **Council Vehicle**

Following discussion regarding the write off of an existing Council owned vehicle and the acquisition of a replacement vehicle at a cost of £ 5,000 it was:

RESOLVED THAT

- vehicle registration no LD04 KCY be written off, it being uneconomic to repair; and

- a replacement vehicle be purchased at a price not exceeding £5,000;
- the Council Asset Register and Insurance Policy be amended accordingly.

32 OTHER MATTERS

The Council considered the following additional matters:-

i) Tavistock Guildhall – Application of WHS Match Funding

The Council considered the treatment of monies it held on behalf of the Cornwall & West Devon WHS in respect of learning outcomes for the above Scheme. In view of a request from Tavistock Heritage (Appendix 11 refers) that these monies be brought forward for early application by itself it was:-

RESOLVED THAT the monies (£10,000) received from Cornwall Council be returned to it in order that Tavistock Heritage may make application for funding direct to the primary provider.

ii) Tavistock Guildhall WHS Interpretation Centre Round 2 Bid

Following meetings of the various consultancies engaged to support the project it was the consensus that the greatest opportunity for delivering the best bid to HLF arose from a projected HLF submission date of February 2017 (Appendix 12 refers)

RESOLVED THAT the Council accede to amendment of the HLF submission date for the above scheme from November 2016 to February, 2017.

33 ITEMS CIRCULATED FOR INFORMATION ONLY

a) Service Reports

The Council received and noted the reports of the General Manager, Works Department, Town Hall and Pannier Market

Noted that

- Council was advised an informal Meeting was to be held at 7.15pm on Tuesday 28th June, 2016, immediately following the Plans Committee Meeting, to discuss progress in connection with the Guildhall and emerging amended plans.

- ii) In response to a question the conditions/requirements of GD LEAF funding for the Butchers Hall were outlined.

b) Other Matters

The Council received and noted the following:

- a) Town Hall & Pannier Market Consultative Group – Notes of the Meeting held on 14th June, 2016 (Appendix 17)
- b) Chamber of Commerce – Minutes of the Meeting held on the 9th May, 2016 (Appendix 18)
- c) Report of the Assistant to the Town Clerk (Appendix 19)
- d) Guildhall Gateway Centre Progress Report (Appendix 20)
- e) Tavistock BID Company – Minutes of the Meetings held on 20th April and 18th May, 2016 (Appendix 21)
- f) Townscape Heritage Partnership – Notes of the Meeting held on the 25th May, 2016 (Appendix 22)
- g) Pixon Lane Depot
The Council noted exploratory discussions with a view to securing an interim Depot facility in premises run by a public sector partner organisation.
- h) THI Staffing update
The Council noted that an appointment to the Project Manager post had been made, with a start date of mid July.
- i) MAN Engine 25th July, 2016
The Council was advised of arrangements in respect of the above. Furthermore the importance of publicity for the event and market opening was stressed.

34 COMMUNICATIONS FROM THE MAYOR

The Council received the following reports/communications from the Town Mayor.

a) Tavistock Hockey Club

The Mayor confirmed that in recognition of the recent award received by Tavistock Hockey Club, she would be holding an event in the Town Hall on 29th June, 2016 at 7.30pm to which all Members were invited, to congratulate the Team

b) Birthday Honours

The Mayor congratulated Mr Paul Hudson on his award of an MBE in the Queen's Birthday Honours List in recognition of work for the Dartmoor Search & Rescue Group

35 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.

36 ITEMS REQUIRING A DECISION

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

i) **Property Matter**

(**CONFIDENTIAL** by virtue of relating to confidential and commercial matters affecting persons other than the Council)

A verbal update was received on the current situation regarding the letting of two of the Town Council's units. A press release regarding the associated partnership initiative would be issued shortly.

ii) **Debtors**

(**CONFIDENTIAL** by virtue of relating to commercially sensitive information and/or the financial or business affairs of a person or persons other than the Council)

The Council considered and noted a list of all those with debts to the Council dating from earlier than the last Quarter Day (Appendix 23) and received up-dates, where appropriate, in respect of same.

RESOLVED THAT subject to any amendments listed above the recommendations included in the foregoing reports be approved and the reports be received.

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

37 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 8.21pm.

Chairman _____

Date _____