



25th May 2021

COUNCIL MEETING

You are hereby summoned to attend a Meeting of the
TAVISTOCK TOWN COUNCIL
to be held at the Town Hall, Bedford Square, Tavistock
on **TUESDAY 1st JUNE, 2021** at **5.30pm**

Note:

- **CORONAVIRUS ANNOUNCEMENT** – arrangements for all attendees at the Meeting have been amended to conform to Public Health Guidance. For admission a face mask is to be worn (unless a current valid exemption applies) at all times within the premises other than when seated. A one-way system will be in operation within the premises and proper social distancing and all other Government recommended hygiene measures are to be followed at all times.
- Prior to the Commencement of the Meeting there will be an opportunity at:-

5.25pm for Members and the Public -

QUIET REFLECTION

Those who wish to do so may prepare themselves for the Meeting by a few moments of quiet reflection led by the Mayor.

COMMENCEMENT OF THE COUNCIL MEETING **THE FOLLOWING BUSINESS IS PROPOSED TO BE TRANSACTED**

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. DECLARATIONS OF INTEREST

To receive disclosures of unregistered or other interests from Councillors on matters to be considered at the Meeting. The disclosure shall include the nature of the interest. If a Member becomes aware, during the course of a Meeting, of an interest that has not been disclosed under this item they must immediately disclose it.

Under the Code of Conduct Councillors with a registerable interest must leave the room for the duration of consideration of the item to which the interest relates. Those with a 'other' interest must apply the tests set out in the Code of Conduct as to whether or not there are circumstances that might enable them to remain.

3. MINUTES OF COUNCIL MEETING

- a) To confirm the Minutes of the Annual Meeting of Tavistock Town Council held on Tuesday 4th May, 2021 (enclosed)
- b) Matters arising

4. PUBLIC REPRESENTATIONS & QUESTIONS*

To receive any representations or previously submitted questions from Members of the public in attendance (None Submitted).

ITEMS REQUIRING A DECISION

5. ANNUAL GOVERNANCE STATEMENT

To

- i) Receive and review the Tavistock Town Council Annual Internal Audit Report 2020/21(enclosed – titled 'Annual Internal Audit Report 2020/21') and discharge the obligations of the Authority to review the effectiveness of the System of Internal Control for Tavistock Town Council for the year ended 31st March, 2021
- ii) Consider, prepare and approve the Annual Governance Statement (enclosed – titled 'Section 1 – Annual Governance Statement 2020/21').

6. ACCOUNTING STATEMENTS

To consider and approve the Accounting Statements for Tavistock Town Council for the year ended 31st March, 2021 (enclosed – titled 'Section 2 – Accounting Statements 2020/21') in the prescribed manner.

Note in relation to the foregoing two Agenda items:-

- The Annual Governance Statement is completed at the Meeting;
- A copy of the unaudited Financial Statements for the Year ended 31st March 2021 is also enclosed to be noted.
- Should there be any matters which might require a more detailed response Members are asked to pass them to the Town Clerk in advance of the Meeting.

7. GENERAL FINANCE

- a) **Schedules of Payments** – to consider and endorse the Monthly Accounts as at 31st March, 2021 (schedule of all payments listed on the Website);
- b) **Budget Monitoring Report** – to consider and endorse the phased Budget Monitoring Report as at 31st March 2021 (enclosed).

Note – Should Members have any detailed questions concerning any payments or other financial matters they should be passed to the Internal Auditor or the General Office well in advance of the Meeting in order that enquiries may be undertaken and an informed response prepared.

8. BUDGET & POLICY COMMITTEE

To consider the Minutes of the Meeting of the Budget & Policy Committee (to follow) held on Tuesday 25th May, 2021 including consideration of the organisational Risk Register and Council Service Plans.

Note –

- i) Members are requested to bring to the Meeting the Agenda and associated documents relating to the foregoing Meeting;
- ii) Should further deliberations be required on any of the matters arising as appertain to matters subject to the 'Exclusion of the Press & Public' addressed at the above Meeting it will be necessary to take same in the corresponding section of this Agenda.
- iii) Should Members have any detailed questions they should be passed to the General Office well in advance of the Meeting in order that enquiries may be undertaken and an informed response prepared.

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

To receive and consider the Minutes of the Meetings of the Development Management & Licensing Committee held on:

- i) Development Management & Licensing Committee – 28th April, 2021 (previously circulated);
- ii) Development Management & Licensing Committee – 10th May, 2021 (enclosed).

ITEMS CIRCULATED FOR INFORMATION ONLY

The following items are circulated for information only:-

10. SERVICE REPORTS

To receive, for information, the following Service Reports:-

- i. General Manager's Report (to follow)
- ii. Town Hall, Depot and Butchers' Hall (to follow);
- iii. Pannier Market (enclosed).

11. FINANCE & OTHER MATTERS

To receive, for information, the following:-

- a) Report of the Assistant to the Town Clerk (enclosed);
- b) Schedule of Councillor Attendance at Meetings 2020-21 (enclosed);
- c) West Devon Borough Councillor Report – Councillor A Coulson was invited to report but advised he was unable to do so on this occasion.
- d) Devon County Councillor Report – none received;

- e) Project Update: to receive any oral update in connection with:-
 - i. Guildhall Car Park;
 - ii. Guildhall Gateway Centre Project.
- f) To receive;-
 - i. Any update from, or questions to, Council representatives serving on other outside bodies in connection with the work of those bodies;
 - ii. Feedback from Members following their attendance at any training sessions.

12. TO RECEIVE SUCH COMMUNICATIONS OR REPORTS AS MAY BE SUBMITTED BY THE TOWN MAYOR

13. URGENT MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE TOWN MAYOR

EXCLUSION OF PRESS & PUBLIC

14. 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 to consider that the Press and Public be excluded from the Meeting for the following items of business.

**CONFIDENTIAL ITEMS
FOR INFORMATION ONLY**

15. 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 a person or persons other than the Council)

To consider any Confidential Minutes of the Meeting of the Budget & Policy Committee held on 25th May, 2021 (to follow)

16. 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)

To receive any oral updates in connection with outstanding legal matters not previously listed (for information only).

**CONFIDENTIAL ITEM
REQUIRING A DECISION**

17. 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)

- i) **DEBTORS**
Report (enclosed)

Re-admission of the Press & Public.

NOTE – Councillors are reminded that if a matter has not been specified on the Agenda no formally binding decision can be made on it.

COUNCIL MEMBERSHIP

Councillor A Hutton (Mayor)
Councillor Mrs U Mann (Deputy Mayor)

Councillors J Moody, Ms L Crawford, J Ellis, Mrs M Ewings, A Fey, Mrs A Johnson A Lewis, G Parker, Mrs G Parker, B Smith, H Smith, P Squire, A Venning, P Ward, P Williamson.

Town Clerk.....

25th May, 2021

**USE OF TELEVISED & SOUND RECORDINGS
AT COUNCIL & COMMITTEE MEETINGS**

Televised, vision and sound recordings or live broadcastings by members of the press or public at Council or Committee debates are permitted and anyone wishing to do so is asked to inform the Chairman of the respective Committee of their intention to record proceedings.

If members of the public make a representation to the Meeting, they will be deemed to have consented to being filmed and audio recorded. By entering the body of the Chamber, attendees are also consenting to being filmed and audio recorded.

If members of the public have any queries regarding filming or audio recording of Meetings, please contact the Town Council on 01822 613529 or at info@tavistock.gov.uk

*Members of the Public who wish to address the Council are requested to contact the Council Office either by phone 01822 613529, or by e-mailing info@tavistock.gov.uk regarding the necessary requirements for participation not less than 24 hours in advance of the Meeting.