



Town Council Offices
Drake Road Tavistock
Devon PL19 0AU

Tel: 01822 613529
Fax: 01822 618300
E-mail: office@tavistock.gov.uk
Website: www.tavistock.gov.uk

19th June 2018

COUNCIL MEETING

You are hereby summoned to attend a Meeting of the
TAVISTOCK TOWN COUNCIL
to be held at the Council Chamber, Drake Road, Tavistock
on **TUESDAY 26th JUNE, 2018** at **6.45pm**

Note: Prior to the Commencement of the Meeting there will be an opportunity at:-

6.30pm 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 Major Pamela Smith of the Salvation Army.

POLICE REPORT

The local Police to make a report to the Council

COUNTY COUNCILLOR REPORT

The Devon County Councillor to make a report to the Council

BOROUGH COUNCIL REPORT

Councillor Robert Oxborough (Tavistock South East) had been asked to provide the West Devon Borough update but has tendered his apologies.

PUBLIC QUESTION TIME

Members of the Public to ask questions of the Council

COMMENCEMENT OF THE 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 MEETINGS

- a) To confirm the Minutes of the Annual Meeting of Tavistock Town Council held on Tuesday 22nd May, 2018 (enclosed)
- b) Matters arising

ITEMS REQUIRING A DECISION

ACCOUNTS AND ANNUAL RETURN FOR THE YEAR ENDING 31ST MARCH 2018 (ITEMS 4-5 REFER)

4. ANNUAL GOVERNANCE STATEMENT

To discharge the obligations of the Authority to approve the Annual Governance Statement and review the effectiveness of the System of Internal Control for Tavistock Town Council for the year ended 31st March, 2018 (copies enclosed).

5. ACCOUNTING STATEMENTS

To consider and approve the Statement of Accounts of the Authority and Annual Return for Tavistock Town Council for the year ended 31st March, 2018 (copies enclosed).

Note:-

- Should there be any matters which might require a more detailed response Members are requested to pass them to the Town Clerk in advance of the Meeting;
- The Council's Accountant will be in attendance to present the Council's Annual Accounts to 31st March 2018.

6. GENERAL FINANCE

- a) **Schedules of Payments** – to consider and endorse the Monthly Accounts as at 30th April, 2018 (schedule of all payments enclosed);
- b) **Budget Monitoring Report** – to consider and endorse the phased Budget Monitoring Report as at 30th April, 2018 (enclosed)
- c) **Fixed Asset Register** - To consider and receive the Council Fixed Asset register (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.

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

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

- a) Development Management and Licensing Committee – 29th May, 2018 (enclosed);
- b) Development Management and Licensing Committee – 19th June, 2018 (to follow).

8. APPOINTMENTS TO OUTSIDE BODIES

To consider and make appointment of up to 3 Members to the recently reconstituted Tavistock Matters Consultative Group.

ITEMS CIRCULATED FOR INFORMATION ONLY

The following items are circulated for information only:-

8. SERVICE REPORTS

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

- i. General Manager (enclosed);
- ii. Works Department (enclosed);
- iii. Butchers' Hall (enclosed);
- iv. Town Hall (enclosed);
- v. Pannier Market (enclosed);

9. FINANCE & OTHER MATTERS

To receive, for information, the following:-

- a) Report of the Assistant to the Town Clerk (enclosed);
- b) Town Hall and Markets Consultative Group – Notes of the Meeting held on 5th June 2018 (enclosed);
- c) Tavistock Townscape Heritage Initiative:
 - i) THI Project Management Board – Minutes of the Meeting held on 1st May, 2018 (enclosed);
 - ii) To receive an oral update on resourcing matters.
- d) Guildhall Gateway Centre
 - a. Steering Group – Minutes of the Meeting held on 24th May 2018 (enclosed);
 - b. Progress – Permission to Start, Lease/SLA & Project Management Resource (oral).
- e) To note arrangements for the upcoming election to Tavistock Town Council;
- f) Any update from or questions to Council representatives serving on other outside bodies in connection with the work of those bodies.

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

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

EXCLUSION OF PRESS & PUBLIC

12. 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 REQUIRING A DECISION

13. 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)

ii) **UPDATES**

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

Re-admission of the Press & Public.

14. TO ORDER THAT THE SEAL BE AFFIXED TO THE FOREGOING ACTS AND PROCEEDINGS AND TO ALL DEEDS AND DOCUMENTS NECESSARY TO GIVE EFFECT THERETO

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 P Ward (Mayor)

Councillor Mrs A Johnson (Deputy Mayor)

Councillors Ms L Crawford, Mrs M Ewings, A Hutton, A Lewis, P Palfrey, Mrs L Roberts, P Sanders, E Sanders, J Sheldon, P Squire, A Venning, Mrs J Whitcomb, P Williamson

Town Clerk.....

19th June, 2018

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

The open proceedings of this Meeting will be filmed and audio recorded.

The cameras are focused on the area in the Council Chamber where Councillors and Officers sit. However, they may also capture part images of those who stand or sit in some front parts of the public area.

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 office@tavistock.gov.uk

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.