



20th July 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 27th JULY, 2021** at **5.30pm**

Note:

- **CORONAVIRUS ANNOUNCEMENT** – arrangements for all attendees at the Meeting continue to reflect safe practice. For admission a face mask is requested 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 recommended hygiene measures should 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 a Street Pastor, from Tavistock Street Pastors

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 Meeting of Tavistock Town Council held on Tuesday 1st June, 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. GENERAL FINANCE

- a) **Schedules of Payments** – to consider and endorse the Monthly Accounts as at 30th April and 31st May, 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 May 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.

6. BUDGET & POLICY COMMITTEE

To consider the Minutes of the Meeting of the Budget & Policy Committee held on Tuesday 6th July, 2021 (enclosed).

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.

7. 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 – 2nd June, 2021 (previously circulated);
- ii) Development Management & Licensing Committee
 - 22nd June, 2021 (previously circulated); and also, more specifically:
 - in accordance with the provisions of Minute No 69, endorse and approve the applications to (in connection with Designation of the Neighbourhood Development Plan for Tavistock) submit (re-submit in relation to WDBC) an application for designation of a Neighbourhood Plan Area to both West Devon Borough Council and the Dartmoor National Park Authority in respect of the areas falling within their respective boundaries so as to ensure coverage of the whole of the Parish of Tavistock.
- iii) Development Management & Licensing Committee – 13th July, 2021 (enclosed).

8. RESIGNATION

To note former Councillor G Parker's resignation from Tavistock Town Council, and to consider the arrangements for a by-election/co-option including whether, in the event of an election, poll cards should be issued.

9. APPOINTMENTS

To consider the following appointments to:

- a) Development Management & Licensing Committee,
(2 Vacancies following the resignation from Council of former Councillor G Parker and the standing down, from this Committee, of Councillor P Williamson).
- b) Devon Association of Local Councils and the DALC Larger Councils Committee;
 - To appoint the current Deputy (Councillor P Ward) as the Councils representative on the above;
 - To appoint a Deputy.
- c) Tavistock Museum Trust
To appoint a Reserve Observer.
- d) Tavistock Town Council/Tavistock Heritage Trust
To appoint a Member of the Joint Working Group.

10. ARRANGEMENTS FOR FUTURE MEETINGS

Following the recent changes to COVID Restrictions, Council to consider whether at this time:

- i) the Council in full assembly continue to meet in the Town Hall (or equivalent venue allowing social distancing), or revert to Meetings in the Council Chamber, and (in either event) on what basis insofar as voluntary health precautions are concerned;
- ii) Committees of the Council, either
 - o Be afforded the opportunity to choose for themselves the basis on which they meet going forward (Chamber or other venue and associated voluntary health precautions); or
 - o The Council decide whether Committees meet in the Town Hall (or equivalent venue allowing social distancing), or revert to Meetings in the Council Chamber, and on what basis insofar as voluntary health precautions are concerned.

11. GRANTS PANEL

To consider the Notes of the Grants Panel Meeting held on 20th July, 2021 (to follow)

ITEMS CIRCULATED FOR INFORMATION ONLY

The following items are circulated for information only:-

12. SERVICE REPORTS

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

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

13. FINANCE & OTHER MATTERS

To receive, for information, the following:-

- a) Report of the Assistant to the Town Clerk (enclosed);
- b) Notes of the Goose Fair Operational Meeting held on 26th May, 2021 (enclosed);
- c) Devon County Councillor Report – Councillor Mrs D Sellis (enclosed);
- d) Tavistock BID Company –
 - o Minutes of the Meeting held on 18th March, 2021 (enclosed);
 - o To note and welcome the success of the BID Co renewal ballot.
- e) Tavistock Museum Trust: - Annual Report 2021 (enclosed);
- f) Town Hall & Markets Consultative Group – Notes from the Meeting held on 15th June 2021 (to follow);
- g) Project Update: to receive any oral update in connection with the Guildhall Gateway Centre Project.
- h) 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.

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

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

EXCLUSION OF PRESS & PUBLIC

16. 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 ITEM
FOR INFORMATION ONLY**

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)

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

**CONFIDENTIAL ITEMS
REQUIRING A DECISION**

18. 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 6th July, 2021 (enclosed)

19. 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, Mrs G Parker, B Smith, H Smith, P Squire, A Venning, P Ward and P Williamson.

Town Clerk.....

20th July, 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.

Note: further to Agenda Item No. 15 a West Devon Borough Councillor Report was requested from Councillor J Spettigue but none was received.

Privacy – to view a copy of the Council’s Privacy Notice visit – www.tavistock.gov.uk