



26th May, 2015

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 2nd JUNE 2015** at **6.45pm**

Note:- Prior to the Commencement of the Meeting there will be an opportunity at **6.30pm** for:

QUIET REFLECTION

Those who wish to do so may prepare themselves for the Meeting by a few moments of quiet reflection led by Father John Greatbatch of Our Lady and St Mary Magdalen Church

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 COUNCILLOR REPORT

There will be an opportunity to receive a report from a West Devon Borough Councillor for Tavistock.

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 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 an interest – whether or not it is a disclosable pecuniary interest, or other interest, must leave the room for the duration of consideration of the Item to which the interest relates.

3 MINUTES OF COUNCIL MEETINGS

- a) To confirm the Minutes of the Annual Meeting of Tavistock Town Council held on Tuesday 19th May, 2015 (enclosed)
- b) Matters arising

MAJOR POLICY ITEMS REQUIRING DETERMINATION BY COUNCIL

4 ACCOUNTS AND ANNUAL RETURN FOR THE YEAR ENDING 31ST MARCH 2015

To consider the emerging Annual Return for Tavistock Town Council for the year ended 31st March, 2015, and year end accounts (copies enclosed). In particular Council will be aware it is required to complete Section 2 of the Annual Return.

NOTE –your Accountant will be in attendance to present his report and answer any questions arising.

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.

5 ELECTORAL MATTERS

a) Co-Option

To consider applications for Co-Option to post-election vacancies on Tavistock Town Council (North Ward (1), South East Ward (2), South West Ward (2)) (Applications received to follow)

b) Resignation

To note the resignation of Councillor D Whitcomb from Tavistock Town Council (North Ward) and to consider arrangements in respect of the consequential casual vacancy

ITEMS REQUIRING A DECISION

PROPERTIES

6 Guildhall Car Park

To Consider a request for Use of Guildhall Car Park on Boxing Day 2015 (correspondence enclosed)

PLANS

7 Applications for Planning Permission:- (a schedule setting out in more detail the following applications is enclosed)

- a) 00442/2015 Full application
- b) 00438/2015 Full application
- c) 00502/2015 Full application (linked to
00503/2015 Advertisement application)

- d) 00443/2015 Listed Building application
- e) Applications in respect of Trees - 00447/2015; 00463/2015; 00449/2015; 00479/2015 00480/2015; 00504/2015.
- f) Any other planning applications requiring urgent attention & received subsequent to publication of the Agenda and prior to the Meeting

Note

- all Members are requested to familiarise themselves with the submitted planning applications prior to the meeting. Plans may be inspected on-line at <http://www.westdevon.gov.uk/article/2291/Planning> or at the Council offices during normal working hours. They will also be available for inspection immediately prior to the meeting commencing at 5.30pm;
- The Monitoring Officer of the Borough Council has confirmed that Members who serve on the Borough Council Planning Committee are not prevented from participating in the deliberations of the Town Council on planning applications.

FINANCE

8 General Finance

- i. **Schedule of Payments** – to consider the monthly accounts, as at 31st March and 30th April, 2015 for submission to the next Council Meeting (a schedule of all payments is enclosed)
- ii. **Budget Monitoring Report** – to consider the phased Budget Monitoring Report as at 31st March and 30th April, 2015 (enclosed)
- iii. **Internal Audit 2014-15** - to consider the report of the Council's Internal Auditor for the Financial Year 2014-2015 (enclosed)
- iv. **Allowances Scheme**
To endorse a Scheme for the Payment of the Basic Allowance to Councillors in accordance with the approved Council Budget .
- v. **Applications for Financial Assistance**
 - a. **Tavistock Area Support Group**
(Correspondence enclosed)
 - b. **Junior Life Skills**
(Application enclosed – as previously instructed by Council)

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.

9 Other Matters

i. Office Staffing

To consider the report of the Assistant to the Town Clerk in respect of office staffing arrangements (Enclosed)

ii. Media Protocol & Advice

To consider the report of the Working Group constituted to progress a way forward and associated recommendations in connection with the above (enclosed)

ITEMS CIRCULATED FOR INFORMATION ONLY

Note - the following items are circulated for information only.

PROPERTIES

10 Service Reports

- i. General Management (Enclosed)
- ii. Works Department (Enclosed)
- iii. Town Hall (Enclosed)
- iv. Pannier Market (Enclosed)

Members are requested to note that a summary of the routine/scheduled work of each service area is included in the new Member information packs.

11 Tavistock Guildhall

To consider and discuss the following - "Tavistock Guildhall – Disabled Access" (included on the Agenda at the request of Councillor B Trew)

PLANS

- 12** Planning Decisions of the Local Planning Authority (schedule enclosed)

FINANCE & OTHER MATTERS

13 Councillor ICT

To review an alternative arrangement for the provision of ICT to Councillors (included on the Agenda at the request of Councillor J Sheldon)

14 Other Matters

- a) Chamber of Commerce – Minutes of the Meeting held on 7th April, 2015 (Enclosed)
- b) Town Team – Minutes of the Meeting held on 8th April, 2015 (Enclosed)
- c) Report of the Assistant to the Town Clerk (Enclosed)
- d) Bermuda Town Criers Competition 2015 Report (Enclosed)
- e) Southern Link – Notes of the Meeting held on 26th March, 2015 (Enclosed)

- f) Tavistock BID Co – Minutes of the Meeting held on 19th March, 2015 (Enclosed)
- g) Townscape Heritage Partnership – Notes of the Meeting held on 30th April, 2015 (Enclosed)
- h) Minutes of the Meeting of the NALC Larger Councils Group held on 28th April, 2015 (Enclosed)
- i) THI Progress Report of the Project Manager (Enclosed)

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

16 URGENT MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE TOWN MAYOR

17 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.

18 ITEMS REQUIRING A DECISION

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

i. **Legal Matters**

(**CONFIDENTIAL** by virtue of relating to commercially sensitive information)

Report to follow

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)

Report enclosed

19 ITEMS CIRCULATED FOR INFORMATION ONLY

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

20 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 Mrs S Bailey (Mayor)

Councillor Mrs M Ewings (Deputy Mayor)

Councillors, T Gibbins, Mrs A Johnson, J Moody, E Sanders, P Sanders, H Smith, J Sheldon, B Trew, Mrs J Whitcomb.

26th May, 2015

Town Clerk.....

**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.