



27<sup>th</sup> January 2025

## **COUNCIL MEETING**

You are hereby summoned to attend a Meeting of the  
**TAVISTOCK TOWN COUNCIL**  
to be held at the **COUNCIL CHAMBER, TOWN COUNCIL OFFICES,**  
**DRAKE ROAD, TAVISTOCK**  
on **TUESDAY 4<sup>th</sup> FEBRUARY, 2025** at **6.30pm**

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

### **6.25pm** - for Members and the Public

Those who wish to do so may prepare themselves for the Meeting by a few moments of Quiet Reflection led by Father Matthew Godfrey of St Eustachius' Church, Tavistock.

## **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 7<sup>th</sup> January, 2025 (enclosed);
- b) Matters arising.

### **4. PUBLIC REPRESENTATIONS & QUESTIONS\***

To receive any representations or previously submitted questions from Members of the Public in attendance and submitted in accordance with Standing Order No 3(y). None received.

### **ITEMS REQUIRING A DECISION**

### **5. NEIGHBOURHOOD DEVELOPMENT PLAN**

To consider the Report of the Town Clerk in connection with the progression of the Neighbourhood Development Plan for Tavistock and associated documents (enclosed).

### **6. COUNCIL BUDGET & PRECEPT 2025-2026**

Further to consideration by the Budget & Policy Committee, and the previous deliberations of the Council, to consider and agree the Tavistock Town Council:

a) Schedule of Fees and Charges 2025-26 (previously circulated, as supplemented by the provisions of Minute No 277(c)) and accompanying matters (including not to opt to tax the Town Hall or Guildhall at this time (Minute No 277(b) refers)) as recommended by the Budget & Policy Committee;

b) the draft Budget and Precept for Tavistock Town Council for 2025/26 as set out in the Report (enclosed), incorporating the savings, assumptions and projections as previously submitted to/endorsed by Council - the accompanying Precept being in the sum of £1,088,850 representing an increase of 7.32% (or 29 pence per week) for a Band D equivalent property

Note:

- i) The Precept as calculated comprises the 4.82% general increase, together with an additional 2.5% increase to meet the new costs imposed through changes to the National Insurance regime for employers;
- ii) If there are any detailed questions concerning the Budget proposals/Precept or other matters of a detailed financial nature 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;
- iii) A Revised Budget Summary including updated Council Tax Base and copy Rolling Capital Programme are enclosed.

### **7. GENERAL FINANCE**

- a) **Schedule of Payments** – to consider and endorse the Monthly Accounts as at 31<sup>st</sup> December, 2024 (schedules of all payments are listed on the Website);

- b) **Budget Monitoring Report** – to consider and endorse the phased Budget Monitoring Report as at 31<sup>st</sup> December, 2024 (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 held on Tuesday 21<sup>st</sup> January, 2025 (enclosed) together with a draft partnership agreement (Minute No 279 refers) (to follow).

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) Minute No's 277(b) – (c) and 278 have previously been addressed (Agenda Item No 6 refers).

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

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

- i) Development Management & Licensing Committee – Tuesday 28<sup>th</sup> January, 2025 (to follow).

### **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 (incorporating Works Department) (enclosed);
- ii. Pannier Market Report (enclosed);
- iii. Town Hall & Butchers' Hall Report (enclosed).

## **11. FINANCE & OTHER MATTERS**

To receive, for information, the following:-

- a) Report of the Assistant to the Town Clerk (enclosed);
- b) West Devon Borough Council Report – report of Councillor H Greenberry-Pullen (enclosed)
- c) 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.

Note – no report had been received from County Councillor D Sellis (Devon County Council).

**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 REQUIRING A DECISION**

**15. BUDGET & POLICY COMMITTEE CONTINUED**

(**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 Tuesday 21<sup>st</sup> January, 2025 (enclosed).

**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)

i) **DEBTORS' REPORT**

To consider the Report of the Assistant to the Town Clerk in connection with the above (enclosed) and determine any matters arising;

ii) **TOWN HALL BAR STOCK AUDIT**

To consider the Town Hall Bar Stock Audit as at 14<sup>th</sup> January, 2025 (enclosed).

**CONFIDENTIAL ITEMS CIRCULATED 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)

i) **LANDLORD & TENANT MATTERS**

To receive any oral update in connection with lease renewal/ ancillary matters or in connection with outstanding legal, contract or property matters not previously listed (for information only).

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 P Ward (Mayor)

Councillor S Hipsey (Deputy Mayor)

Councillors R Edlmann, Ms M Ewings, Mrs J Hughes, A Hutton,  
Mrs A Johnson, A Lewis, U Mann, N Martin, Mrs B Moody, J Moody,  
T Munro, G Parker, R Poppe, B Smith, A Venning

**TOWN CLERK.....**

27<sup>th</sup> January, 2025

**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](mailto: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](mailto:info@tavistock.gov.uk) regarding the necessary requirements for participation not less than 24 hours in advance of the Meeting.