



Town Council Offices
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27th February 2019

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 5th MARCH, 2019** 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 (if available).

COUNTY COUNCILLOR REPORT

The Devon County Councillor to make a report to the Council (if available).

BOROUGH COUNCIL REPORT

Councillor Jeff Moody (North Ward Member for Tavistock) who was asked to provide the West Devon Borough update has tendered his apologies.

PUBLIC QUESTION TIME

Members of the Public to ask questions of the Council

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 22nd January, 2019 (enclosed)
- b) Matters arising

ITEMS REQUIRING A DECISION

4. GENERAL FINANCE

- a) **Schedules of Payments** – to consider and endorse the Monthly Accounts as at 31st December, 2018 (schedule of all payments enclosed);
- b) **Budget Monitoring Report** – to consider and endorse the phased Budget Monitoring Report as at 31st December, 2018 (enclosed);
- c) **Year End adjustments** - to note a schedule of Year End Adjustments for the 2018-19 Financial Year will be brought before Council to review and determine when available.

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.

5. BUDGET & POLICY COMMITTEE

To consider the Minutes of the Meeting of the Budget & Policy Committee held on Tuesday 19th February, 2019 (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.

6. PUBLIC CONVENIENCES

To consider the report of the Town Clerk following the deliberations of the Budget & Policy Committee and a recent public consultation on this matter (to follow)

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 – 5th February, 2019 (enclosed);
- b) Development Management and Licensing Committee – 26th February, 2019 (to follow).

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's Report (enclosed)
- ii. Works Department (enclosed);
- iii. Town Hall and Butchers' Hall (enclosed);
- iv. Pannier Market (enclosed).

9. FINANCE & OTHER MATTERS

To receive, for information, the following:-

- a) Report of the Assistant to the Town Clerk (enclosed);
- b) Tavistock BID Company – Minutes of the Meeting held on the 16th January, 2019 (enclosed)
- c) Project Update: to receive an oral update in connection with
 - i. Townscape Heritage Initiative (Public Realm);
 - ii. Guildhall Gateway Centre Project – Cost Projections.
- d) Purdah – to note that Purdah in connection with upcoming elections commences on 26th March, 2019, this places restrictions both on Councils and Councillors until the election. For further information go to <https://www.local.gov.uk/purdah-short-guide-publicity-during-pre-election-period>
- e) To note Local Government enters Purdah on 26th March in order that both Council and individual Councillors can take the appropriate action.
https://www.local.gov.uk/sites/default/files/documents/9.70%20Purdah%20guidance%20update_04_1.pdf
- 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 ITEM
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 Fey, A Hutton, A Lewis, Mrs U Mann, P Palfrey, Mrs L Roberts, P Sanders, E Sanders, J Sheldon, P Squire, A Venning, Mrs J Whitcomb, P Williamson

Town Clerk.....

27th February 2019

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.