



Town Council Offices
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26th January 2024

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 6th FEBRUARY, 2024** at **6.30pm**

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

6.25pm for Members and the Public -

- to observe a Minute's Silence in memory of former Town and Borough Councillor Dick Eberlie, who sadly passed away recently; and
- those who wish to do so may prepare themselves for the Meeting by a few moments of Quiet Reflection led by Corps Officer Theresa Conway of The Salvation Army in 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 19th December, 2023 (enclosed);
- b) Matters arising.

4. PUBLIC REPRESENTATIONS & QUESTIONS*

To receive any representations or previously submitted questions from Members of the Public in attendance submitted in accordance with Standing Order No 3(y).

ITEMS REQUIRING A DECISION

5. COUNCIL BUDGET & PRECEPT 2024-2025

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 2024-25 (previously circulated) and accompanying matters as recommended by the Budget & Policy Committee;
- b) the draft Budget and Precept for Tavistock Town Council for 2024/25 as set out in the Report (enclosed), and also incorporating the savings, assumptions and projections as previously submitted to/endorsed by Council - the accompanying Precept being in the sum of £999,718 representing an increase of 1.23% (or 4.81 pence per week) for a Band D equivalent property (Minute No 278 refers).

Note

- 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;
- A Revised Budget Summary including updated Council Tax Base, Schedule of Earmarked Reserves and copy Rolling Capital Programme are enclosed.

6. GENERAL FINANCE

- a) **Schedule of Payments** – to consider and endorse the Monthly Accounts as at 31st December, 2023 (a schedule of all payments is listed on the Website);
- b) **Budget Monitoring Report** – to consider and endorse the phased Budget Monitoring Report as at 31st December, 2023 (enclosed);
- c) **External Audit** – to receive, for information, the report of the External Auditor in respect of the Financial Year 2023-24 (copy 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. BUDGET & POLICY COMMITTEE

To consider the Minutes of the Meeting of the Budget & Policy Committee (excluding Minute No 278 – see Item 5 above) held on Tuesday 16th January, 2024 (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.

8. 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 9th January, 2024 (previously circulated);
- ii) Development Management & Licensing Committee – Monday 29th January, 2024 (to follow).

9. ON-STREET PARKING CHARGES

To consider the response of Devon County Council (enclosed) to correspondence in connection with the above, and determine any associated matters/actions.

Note - should further deliberations be required on any aspects arising from the foregoing as appertain to matters subject to the 'Exclusion of the Press & Public' (it will be necessary to take same in the relevant section of this Agenda item 17(ii)).

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 (enclosed);
- ii. Pannier Market Report (enclosed);
- iii. Works Department Report (enclosed);
- iv. 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 Councillor Report – Report of Councillor U Mann (enclosed);
- c) Devon County Councillor Report – Report from County Councillor Mrs D Sellis (enclosed);
- d) 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.

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 16th January, 2024 (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 AND OTHER PROPERTY MATTERS**

To consider the Report of the Assistant to the Town Clerk in connection with the above (enclosed);

ii) **TOWN HALL BAR STOCK AUDIT REPORT**

To consider the Bar Stock Audit Report, dated 10th January 2024 (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).

ii) **OTHER LEGAL MATTERS**

To consider any other/consequential legal matters of a confidential nature and arising from items listed on the Agenda.

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 P Ward (Deputy Mayor)

Councillors Ms M Ewings, S Hipsey, J Irvine, Mrs A Johnson, A Lewis, U Mann, N Martin, Mrs B Moody, J Moody, T Munro, B Smith, P Squire, A Venning.

TOWN CLERK.....

26th January 2024

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.