



# Tavistock Town Council

*Working for the local community*

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24<sup>th</sup> November 2020

Dear Councillor

I hereby give you notice that a Meeting of the **BUDGET & POLICY COMMITTEE** will be held on **TUESDAY 1<sup>st</sup> DECEMBER, 2020** at **5.00pm**.\*

The Meeting will be held at/accessed (for Councillors – Committee or Ward Members who wish to attend) at/via\*\*  
<https://zoom.us/j/94453963727>

For the Public who wish to attend it will be accessed at/via <https://www.youtube.com/channel/UC9IBypTqpnI344vwMiKM6IA>. Once there, (on or after the scheduled meeting start time) click on 'videos' and if you do not see the livestream already in progress you will need to click on 'refresh' to start the livestreaming.

\* please note change of start time,

\*\*A 'virtual' Meeting as permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392.

\*\*\*Should Members have any detailed questions concerning any financial matters, or the draft budget, they should be passed to the General Office sufficiently in advance of the Meeting in order that enquiries may be undertaken and an informed response prepared.

Yours sincerely

Carl Hearn  
**Town Clerk**

## **MEMBERSHIP OF THE COMMITTEE**

Councillor A Hutton (Chairman) (Deputy Mayor)  
Councillor Mrs G Parker (Vice-Chairman)

Immediate Past Mayor (temporarily vacant)

Councillors Ms L Crawford, J Ellis, Mrs M Ewings, Mrs A Johnson (Mayor)  
Mrs U Mann, H Smith, P Williamson

## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

### **2. CONFIRMATION OF MINUTES**

To confirm the Minutes of the Meeting of the Budget & Policy Committee held on 20<sup>th</sup> October, 2020 (previously circulated).

### **3. DECLARATIONS OF INTEREST**

To receive any Declarations of Interest.

## **ITEMS FOR RECOMMENDATION TO COUNCIL**

### **4. BUDGET PREPARATION & PRECEPT SETTING 2021/22\*\*\***

To consider the report of the Town Clerk in connection with the above prepared pursuant to the last Meeting of the Committee and Council and incorporating the changes made thereat and subsequently arising at the Finance Workshop (Enclosed)

### **5. STATEMENT OF INTERNAL CONTROL**

To receive, review and adopt the Statement of Internal Control for Tavistock Town Council (Enclosed)

### **6. GUILDHALL CAR PARK**

To consider a request from the Devon and Cornwall Police for a parking bay to be made available for its dedicated use in the Guildhall Car Park (Oral report)

### **7. CORONAVIRUS & ANNUAL LEAVE**

To consider whether or not to adopt amended arrangement for staff leave arising from the impact of Coronavirus (Report enclosed).

## **ITEMS CIRCULATED FOR INFORMATION ONLY**

### **8. SUSTAINABILITY & ENVIRONMENT WORKING GROUP**

To receive and note the Notes of the Meeting of the Sustainability & Environment Working Group held on 10<sup>th</sup> November, 2020 (Enclosed)

### **9. EXTERNAL AUDITOR CERTIFICATE 2019-20**

To receive and note the Statement of the External Auditor in connection with the financial year 2019-20  
<https://www.tavistock.gov.uk/sites/default/files/inline-content/Notice%20of%20Conclusion%20of%20Audit%202019-20.pdf>

### **10. PANNIER MARKET UPDATE**

To receive and note the report of the Market Reeve setting out an overview of the current position regarding the operation of the Pannier Market (Enclosed).

**11. PENNON SHARE HOLDING**

To annually note the holding of the Council (491) in respect of shares held in Pennon Group PLC.

**URGENT ITEMS**

**12. URGENT BUSINESS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

Matters which the Chairman decides are urgent and the reasons relating thereto. Councillors are reminded that if a matter has not been specified on the Agenda no formally binding decision can be taken on it.

**EXCLUSION OF PRESS AND PUBLIC**

**13. 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 item(s) of business.

Following a brief adjournment attendance by Councillors and authorised Officers at the Confidential reconvened part of the Meeting shall be via <https://zoom.us/j/93436115366>

**DECLARATION** on entering the Confidential section - each Councillor present shall declare to the Chairman that there are no other persons present, nor will be present, who are not entitled to be (hearing or seeing), and/or recording the Meeting.

**CONFIDENTIAL ITEMS FOR RECOMMENDATION TO COUNCIL**

**14. BUDGET PREPARATION & PRECEPT SETTING 2021/22 (TREATMENT OF EARMARKED RESERVES)\*\*\***

**CONFIDENTIAL-** by virtue of relating to contractual, financial and/or legal matters

To consider the addendum to item 4 in connection with the above (Enclosed)

**15. TENANCY MATTER**

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

To consider the report of the Town Clerk in connection with the above (Enclosed)

**CONFIDENTIAL ITEM CIRCULATED FOR INFORMATION ONLY**

## **16. GUILDHALL GATEWAY CENTRE**

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

To receive and note the most recent progress report in connection with the above (Enclosed).

## **VIRTUAL COUNCIL & COMMITTEE MEETINGS**

### Public Access to Meetings

Virtual Council Meetings may be attended by the Public by visiting <https://www.youtube.com/channel/UC9IBypTqpnl344vwMiKM6IA> where the public session of Meetings of the Council, the Budget and Policy Committee and Development Management and Licensing Committee are livestreamed at the scheduled Meeting commencement time. Please see the front page of this agenda for more detailed guidance on viewing. If for any reason you have difficulty accessing the streaming of the Meeting please contact the Council on 01822 613529.

### Councillor Access to Meetings

At the start of the Meeting the Chairman will

- i) confirm that all those present are able to hear the proceedings.
- ii) take a roll call of members present at the meeting and entitled to vote
- iii) confirm the quorum for the meeting based on those members attending remotely.

The Chairman can then outline how he will run the meeting including the protocols for wishing to speak, voting, etc.

As regards virtual Meeting operating arrangements Members are reminded that:

1. Please ensure you note the meeting id and password which you will be provided with.
2. The format works best if you can join via a computer or laptop with a camera, as it will enable you to make use of all features easily. You can also participate using your smartphone or tablet by downloading the Zoom app if a computer is not possible.
3. You will be asked to provide a name when you join, please can you provide your name
4. Please attempt to join 10 minutes before the meeting is due to start, you will be held in an online 'waiting area' until it starts. This enables arrangements for live streaming to be put in place.
5. You should be prompted to test your audio when entering the meeting. Please do this to ensure you can hear and be heard.
6. Initially you should yourself muted when you enter the meeting. Please stay muted until you are invited to speak. This is to avoid background noise with the number of participants taking part.
8. If you don't have a smartphone you can join the meeting with no video on an ordinary touch tone phone using a UK number listed on your invitation.

9. To indicate you wish to speak please use the raise a hand facility on the system or, if this is problematic, for those using video raise your hand physically.

10. All Councillors are entitled to attend Committee Meetings and, with the consent of the Chairman, participate. In such cases on each item of business the Chairman will in the first instance seek the views of the Committee Members prior to taking those of Ward Members.

11. Standing Orders apply in the normal way.