



Tavistock Town Council

Working for the local community

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26th May 2020

Dear Councillor

I hereby give you notice that a Meeting of the **BUDGET & POLICY COMMITTEE** will be held on **TUESDAY 2nd JUNE, 2020** at **5.00pm.***

The Meeting will be held at/accessed (for Councillors – Committee or Ward Members who wish to attend) via at/via**
<https://zoom.us/j/97676296749>.

For the Public who wish to attend it will be accessed at/via
<https://www.youtube.com/channel/UC9lBypTqpnl344vwMiKM6IA>. 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.

Yours sincerely

Carl Hearn
Town Clerk

MEMBERSHIP OF THE COMMITTEE

Councillor A Hutton (Chairman),
Councillor P Williamson (Vice Chairman)

Immediate Past Mayor – Councillor P Ward
Councillors Ms L Crawford, Mrs M Ewings, Mrs A Johnson, H Smith.

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 18th February, 2020 (previously circulated).

3. DECLARATIONS OF INTEREST

To receive any Declarations of Interest.

**ITEMS FOR
RECOMMENDATION TO COUNCIL**

4. CALENDAR OF MEETINGS

To consider, comment on and agree as appropriate, a provisional* Calendar of Meetings for the 2020/21 Civic Year and consequential arrangements for reporting to Council (enclosed)

*Note - may be subject to change according to the impact of the prevailing health emergency.

5. CORONAVIRUS: HEALTH & SAFETY & RISK MANAGEMENT

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

6. CORONAVIRUS HEALTH EMERGENCY SOCIAL FUND

To consider and determine arrangements for the continuing operation of the Grant Scheme and related matters (Report Enclosed);

7. CORONAVIRUS ACT 2020 – CONDUCT OF MEETINGS

To consider arrangements for the operation of virtual Meetings and consequential matters (report enclosed).

8. COMMERCIAL TENANCY MATTERS

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

9. TAVISTOCK BID CO – APPOINTMENT OF REPRESENTATIVE(S)

To nominate

- a) a representative to serve on the Tavistock BID Co recovery planning group, if requested;
- b) 3 Councillors to collectively complete, on behalf of the Council in its capacity as a BID levy payer and business operator (ie not as the local Council), the BID Business Survey (Agenda Item No 13(b) Refers).

**ITEMS CIRCULATED
FOR INFORMATION ONLY**

10. COUNCIL OPERATING ARRANGEMENTS

To receive a report on the current operating arrangements of the Council (Enclosed).

11. COUNCIL FINANCES

To consider and note the preliminary report of the Town Clerk in connection with the above (comprising copy phased budget report as at year end. Such will be accompanied by a preliminary oral report pending a more detailed assessment when the Council accounts have been completed).

12. CAPITAL PROJECTS – PROGRESS

To receive an oral update in connection with the above.

13. UNLOCKING THE LOCKDOWN

To receive, for information.

- a) the Tavistock BID Recovery Plan (Enclosed);
- b) Tavistock BID Co Text for a Survey of Levy Payers (Agenda Item No 9 also refers)
- c) Café Society & Personal Thoughts (oral - included at the request of the Chairman).

14. SCHEDULE OF DELEGATED DECISIONS

To receive, for information, the Schedule of Decisions made under Delegated Authority during the Coronavirus Emergency as regularly published on the Town Council Website. Available for inspection at <https://www.tavistock.gov.uk/emergency-delegated-decisions>

URGENT ITEMS

15. 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

16. 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/91012863083>

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 INFORMATION ONLY

17. PERSONNEL MATTERS

To receive an oral update in connection with the current position as regards the above.

18. COMMERCIAL TENANCY MATTERS

(**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 an oral update in connection with the current position and specific premises.

VIRTUAL COUNCIL & COMMITTEE MEETINGS

Public Access to Meetings

Virtual Council Meetings may be attended by the Public by visiting <https://www.youtube.com/channel/UC9lBypTqpnl344vwMiKM6IA> 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.