



Tavistock Town Council

Working for the local community

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23rd March, 2022

Dear Councillor

I hereby give you notice that a Meeting of the **BUDGET & POLICY COMMITTEE** will be held on **TUESDAY 29th MARCH, 2022** at **5.30pm** in **THE COURTROOM, THE GUILDHALL, TAVISTOCK.**

SERVICE & CORONAVIRUS ANNOUNCEMENT – Entry is via the Courtroom doors onto the Guildhall Car Park only. Anyone requiring disabled access is requested to contact the Council (Tel no as above) by 2.00pm on the day of the Meeting in order that arrangements can be made. For admission a face mask is requested to be worn at times other than when seated. Government recommended hygiene measures are expected to be followed. Please also note that for washroom facilities please use the adjoining Guildhall Car Park Public Conveniences.

Should Members have any detailed questions concerning any financial matters, or the accompanying reports, 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 H Smith **Chairman**
Councillor Mrs U Mann **Vice Chairman** (& Deputy Mayor)

Councillor A Hutton (Mayor)
Councillor Mrs A Johnson (Immediate Past Mayor)

Councillors J Ellis, Mrs M Ewings, Mrs G Parker

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 15th February, 2022 (previously circulated).

3. DECLARATIONS OF INTEREST

To receive any Declarations of Interest.

ITEMS FOR RECOMMENDATION TO COUNCIL

4. LEVELLING UP – THE DEVON PLYMOUTH & TORBAY DEVOLUTION DEAL

To consider a briefing from the Devon Association of Local Councils in connection with the recent 'Levelling Up' White Paper and comment if/as appropriate (enclosed).

5. COUNCIL FEES & CHARGES

To consider authorising a correction arising in connection with the Schedule of Fees and Charges previously considered (Minute No 265(a)(i) refers), namely:

- to make clear that Butchers Hall prices shown include VAT;
- Charity Discounts only apply to venue hire;
- advertising rates at the Butchers Hall are commensurate with the Town Hall;
- day and half day rates for booking Bedford Square are commensurate with those of the Guildhall Car Park.

6. HER MAJESTY QUEEN ELIZABETH II PLATINUM JUBILEE

To consider:

- i) review and determine how to proceed in relation to a revised proposal from the Tavistock BID Co Manager in relation to collaborative activities (Minute No 311 refers) (to follow); and
- ii) receive and review an oral update from the General Manager outlining sole, joint and prospective activities of the Town Council to commemorate the event.

URGENT ITEMS

7. 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

8. 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.

CONFIDENTIAL ITEMS CIRCULATED FOR RECOMMENDATION TO COUNCIL

9. COUNCIL ENERGY CONTRACT

(**CONFIDENTIAL** - by virtue of relating to matters of a legal, financial or contractual nature affecting persons other than the Council)

To review the Report of the General Manager and determine arrangements for the letting of the energy contracts of the Council (Report to follow).

10. TENANT REQUEST FOR FUNDING

(**CONFIDENTIAL** - by virtue of relating to matters of a legal, financial or contractual nature affecting persons other than the Council)

To consider and recommend how to proceed in relation to a request from a Tenant to drawdown funds hypothecated to a specific purpose (Report to follow).

11. REQUEST TO SUB-LET PREMISES

(**CONFIDENTIAL** - by virtue of relating to matters of a legal, financial, staffing or contractual nature affecting persons other than the Council)

To consider a request from a Tenant to Sub-Let premises (Report to follow).

CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY

12. STREET FURNITURE

(**CONFIDENTIAL** - by virtue of relating to matters of a legal, financial, staffing or contractual nature affecting persons other than the Council)

To consider an oral update in connection with progress regarding the above (Minute No 317 refers).

13. THI AUDIT

(**CONFIDENTIAL** - by virtue of relating to matters of a legal, financial or contractual nature affecting persons other than the Council)

To receive, review and endorse as appropriate the report of the Internal Auditor regarding the operation of the Townscape Heritage Initiative Scheme (to follow).

14. COUNCIL PROPERTIES & PROSPECTIVE COMMITMENTS

(**CONFIDENTIAL** - by virtue of relating to matters of a legal, financial, staffing or contractual nature affecting persons other than the Council)

To receive and inform a prospective schedule of works to Council premises in order that a more detailed report can be brought to a future Meeting (to follow).

15. PROPERTY MAINTENANCE

(**CONFIDENTIAL** - by virtue of relating to matters of a legal, financial, staffing or contractual nature affecting persons other than the Council)

To receive an oral progress report on discussions with a tenant in connection with the foregoing and associated responsibilities.

16. STAFFING & COVID

(**CONFIDENTIAL** - by virtue of relating to matters of a legal, financial, staffing or contractual nature affecting persons other than the Council)

To receive any oral Report as may be applicable in connection with the above.

17. COUNCIL INSURANCE

(**CONFIDENTIAL** - by virtue of relating to matters of a legal, financial, staffing or contractual nature)

To receive any oral update in connection with the letting of the Council's insurance policy arrangements (Minute No 310 refers).

**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 they are entitled to attend are permitted and anyone wishing to do so is asked to inform the Chairman of the respective Meeting of their intention to record proceedings.