



Tavistock Town Council

Working for the local community

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COUNCIL SUMMONS

You are hereby summoned to attend the
ANNUAL MEETING of the **TAVISTOCK TOWN COUNCIL**
to be held on **TUESDAY** the **4th** of **MAY, 2021** at **5.00pm***

The Meeting will be held at/accessed for Councillors at/via**
<https://zoom.us/j/94720529980>

For the Public who wish to attend it will be accessed at/via
<https://www.youtube.com/channel/UC9IBypTqpnI344vwMiKM6IA> For
the public 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.

NOTE – Prior to the commencement of the Meeting there will be
opportunity at:

4.50pm-5.00pm for

- a) Quiet Reflection - those who wish to do so may prepare themselves for the Meeting by a few moments of quiet reflection led by the Mayor
- b) To receive a welcome from the Retiring Mayor

COMMENCEMENT OF THE MEETING – THE FOLLOWING BUSINESS IS PROPOSED TO BE TRANSACTED

1. TO ELECT THE TOWN MAYOR FOR THE ENSUING CIVIC YEAR

To elect the Mayor of Tavistock Town Council for the 2021-22 Civic Year.

To further resolve, in view of Covid 19 restrictions, that the Declaration of Acceptance of Office be completed within the following week.

2. TO ELECT THE DEPUTY TOWN MAYOR FOR THE ENSUING CIVIC YEAR

To elect the Deputy Mayor of Tavistock Town Council for the 2021-22 Civic Year.

To further resolve, in view of Covid 19 restrictions, that the Declaration of Acceptance of Office be completed within the following week.

3. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

4. DECLARATIONS OF INTEREST

To receive any Declarations of Interest.

5. CONFIRMATION OF MINUTES

To confirm the Minutes of the Meeting of Tavistock Town Council held on 26th April, 2021 (to follow).

6. OTHER MATTERS TO BE CONSIDERED AT THE ANNUAL MEETING

a. Order of Business

To consider the suspension of Standing Order Nos. 5(j) (iv)-(vi), (viii)-(x) and (xiii) - (xx) to enable the following business to be transacted.

7. MAYOR'S EXPENSES

To consider the payment of an allowance of £2,000 to the Town Mayor to defray the expenses attached to this Office in pursuance of Section 15(5) of the Local Government Act 1972.

8. APPOINTMENT OF COMMITTEES & CONSULTATIVE GROUPS

To consider the appointment of Committees and Consultative Groups and make such appointments as are required (to follow).

9. CALENDAR OF MEETINGS

To receive and adopt the Calendar of Meetings for the 2021-2022 Civic Year (as reviewed by Council at its Meeting on 26th April, 2021) (enclosed).

10. APPOINTMENT OF REPRESENTATIVES TO CHARITIES AND OTHER BODIES

To consider adopting the Appointments shown (to follow) and make such further appointments as are required.

11. GENERAL POWER OF COMPETENCE

Having met the criteria for eligibility for the General Power of Competence (GPC) relating to the Electoral Mandate (66%), and the

relevant training of the Clerk, to re-adopt the General Power of Competence.

COUNCIL MEMBERSHIP

Councillor Mrs A Johnson (Retiring Mayor)

Councillors Ms L Crawford, J Ellis, Mrs M Ewings, A Fey, A Hutton, A Lewis, Mrs U Mann, J Moody, Mrs G Parker, G Parker, B Smith, H Smith, P Squire, A Venning, P Ward, P Williamson.

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TOWN CLERK

Date 27th April, 2021

VIRTUAL COUNCIL & COMMITTEE MEETINGS

Public Access to Meetings

Virtual Council Meetings may be attended by the Public by visiting <https://www.youtube.com/channel/UC9lBypTqpnI344vwMiKM6IA> 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 they 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.

Privacy - to view a copy of the Council's Privacy Notice visit www.tavistock.gov.uk