



Town Council Offices
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15th June, 2016

COUNCIL MEETING

You are hereby summoned to attend a Meeting of the
TAVISTOCK TOWN COUNCIL
to be held at the Council Chamber, Drake Road, Tavistock
on **TUESDAY 21st JUNE 2016** at **6.45pm**

Note:- Prior to the Commencement of the Meeting there will be an opportunity at **6.30pm** for:

QUIET REFLECTION

Those who wish to do so may prepare themselves for the Meeting by a few moments of quiet reflection led by Father John Greatbatch of Our Lady and St Mary Magdalen Church

POLICE REPORT

The local Police to make a report to the Council.

COUNTY COUNCILLOR REPORT

The Devon County Councillor to make a report to the Council.

BOROUGH COUNCILLOR REPORT

There will be an opportunity to receive a report from a West Devon Borough Councillor (Councillor R Oxborough) for Tavistock.

PUBLIC QUESTION TIME

Members of the Public to ask questions of the Council.

COMMENCEMENT OF THE 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 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 an interest – whether or not it is a disclosable pecuniary interest, or other interest, must leave the room for the duration of consideration of the Item to which the interest relates.

3 MINUTES OF COUNCIL MEETINGS

- a) To confirm the Minutes of the Annual Meeting of Tavistock Town Council held on Tuesday 17th May, 2016 (enclosed)
- b) Matters arising

MAJOR POLICY ITEMS REQUIRING DETERMINATION BY COUNCIL

4 AUDIT, ACCOUNTS AND ANNUAL RETURN FOR THE YEAR ENDING 31ST MARCH 2016

To consider the

- a) Report of the Internal Auditor in connection with the above (enclosed);
- b) Emerging Annual Return for Tavistock Town Council for the year ended 31st March, 2016, and Year End Accounts (copies enclosed). In particular Council will be aware it is required to complete Section 2 of the Annual Return.

NOTE – your Internal Auditor (Mr K Rose) and your Accountant (Mr D Kemp) will be in attendance to present their reports and answer any questions arising.

Should there be any matters which might require a more detailed response Members are requested to pass them to the Town Clerk in advance of the Meeting.

5 TAVISTOCK TOWN COUNCIL – CHANGE OF OPERATING ARRANGEMENTS

To Consider the following matters pursuant upon the changes to Council operating arrangements agreed for a trial period (temporary discontinuation of the Finance & General Purposes and Properties Committees refer)

a) Financial Regulations

- i) To consider, review and adopt the Tavistock Town Council Financial Regulations (enclosed)
- ii) In accordance with Financial Regulation
 - a. 6.6 to periodically approve the use of variable Direct Debits;
 - b. 6.7 to periodically approve the use of Banker’s Standing Order
 - c. 6.8 to periodically approve the use of BACS or CHAPS.

b) Composition of Forward Planning, Policy & Programme Sub-Committee

Council will recall Members were invited to put forward suggestions on how this body might be constituted during the trial period - a proposal has been received from Councillor J Sheldon that Council therefore agree in this regard:

- i) Membership be comprised of 7 Members including, wherever possible, the current year Mayor, Deputy Mayor and immediate past Mayor, the remaining Members being appointed by Council
- ii) It be re-designated the Budget & Policy Sub-Committee

c) Plans Committee

- i) To confirm the Minutes of the Plans Committee Meetings held on;
 - Tuesday 16th May, 2016 (previously circulated)
 - Tuesday 7th June, 2016 (enclosed)
- ii) The appointment of a Member consequent upon the resignation of Councillor C Rodgers

6 ELECTORAL MATTERS

- a) To note the resignation of Councillor Mrs S Bailey from Tavistock Town Council (North Ward) and to consider arrangements in respect of the consequential casual vacancy
- b) To exercise the Vote(s) of the Council in connection with the continuation or otherwise of the Tavistock Business Improvement District (a report &/or additional information will be submitted should relevant information be received in time).

OTHER ITEMS REQUIRING A DECISION

FINANCE

7 General Finance

- i. **Schedule of Payments** – to consider the monthly accounts, as at 30th April, 2016 (a schedule of all payments is enclosed)
- ii. **Budget Monitoring Report** – to consider the phased Budget Monitoring Report as at 30th April, 2016 (enclosed)
- iii. **Council Vehicle**
To approve the write off of Ford Connect - vehicle registration number LD04 KCY (uneconomic to repair) and the acquisition of a replacement vehicle at a cost not exceeding £5,000.

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.

8 Other Matters

i. Tavistock Guildhall – Application of WHS Match Funding

To consider a request that monies (£10,000) awarded by the Cornwall & West Devon WHS to the learning aspect of the above Project be allocated to Tavistock Heritage to support the Round 2 Scheme through the early development of the Learning & Related Resources (report/request from Tavistock Heritage enclosed)

ii. Tavistock Guildhall WHS Interpretation Centre Round 2 Bid

To receive and endorse the adjustment of the proposed HLF Bid submission date from November 2016 to February 2017 to enable the better development of a complete submission (copy amended project plan enclosed).

ITEMS CIRCULATED FOR INFORMATION ONLY

Note - the following items are circulated for information only.

PROPERTIES

9 Service Reports

- i. General Manager's (enclosed)
- ii. Works Department (enclosed)
- iii. Town Hall (enclosed)
- iv. Pannier Market (enclosed)

Members are requested to note that a summary of the routine/scheduled work of each service area was included in the new Member information packs.

FINANCE & OTHER MATTERS

10 Other Matters

- a) Town Hall and Pannier Market Consultative Group – Notes of the Meeting held on 14th June, 2016 (to follow)
- b) Chamber of Commerce – Minutes of the Meeting held on 9th May, 2016 (enclosed)
- c) Report of the Assistant to the Town Clerk (enclosed)
- d) Guildhall Gateway Centre Progress Report (enclosed)
- e) Tavistock BID Co – Minutes of the Meetings held on 20th April & 18th May 2016 (enclosed)
- f) Townscape Heritage Partnership – Notes of the Meeting held on 25th May, 2016 (enclosed)
- g) Pixon Lane Depot – Update (oral)
- h) THI – Staffing Update (oral)

i) MAN Engine – 25th July, 2016 (oral)

11 TO RECEIVE SUCH COMMUNICATIONS OR REPORTS AS MAY BE SUBMITTED BY THE TOWN MAYOR

12 URGENT MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE TOWN MAYOR

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 items of business.

14 ITEMS REQUIRING A DECISION

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

i. **PROPERTY MATTER**

(**CONFIDENTIAL** by virtue of relating to confidential and commercial matters affecting persons other than the Council)

Minute No 357 refers.

ii **DEBTORS**

(**CONFIDENTIAL** by virtue of relating to commercially sensitive information and/or the financial or business affairs of a person or persons other than the Council)

Report enclosed

15 TO ORDER THAT THE SEAL BE AFFIXED TO THE FOREGOING ACTS AND PROCEEDINGS AND TO ALL DEEDS AND DOCUMENTS NECESSARY TO GIVE EFFECT THERETO

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 Mrs M Ewings (Mayor)

Councillor P Sanders (Deputy Mayor)

Councillors T Gibbins, Mrs A Johnson, A Lewis, J Moody, P Palfrey,

Mrs L Roberts, C Rogers, E Sanders, J Sheldon, H Smith,

A Venning, P Ward, Mrs J Whitcomb, P Williamson.



15th June, 2016

Town Clerk.....

USE OF TELEVISED & SOUND RECORDINGS
AT COUNCIL & COMMITTEE MEETINGS

The open proceedings of this Meeting will be filmed and audio recorded.

The cameras are focused on the area in the Council Chamber where Councillors and Officers sit. However, they may also capture part images of those who stand or sit in some front parts of the public area.

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 office@tavistock.gov.uk

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.