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19th July, 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 26th JULY 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 either by the Mayor or a Tavistock Street Pastor

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 N Jory has been invited) 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 Meeting of Tavistock Town Council held on Tuesday 21st June, 2016 (enclosed)
- b) Matters arising

MAJOR POLICY ITEMS REQUIRING DETERMINATION BY COUNCIL

4 COUNCIL LETTING POLICY

Report enclosed.

5 SERVICE PLANS

To consider and endorse the following Service Plans for adoption by Council as a basis for the delivery of Council Services 2016-17 together with accompanying updates on progress against the previous year:

- i. Corporate (enclosed – now incorporating Admin Office),
- ii. Commercial/Community (enclosed – representing the public facing services of the Council).

OTHER ITEMS REQUIRING A DECISION

6 APPOINTMENTS

To consider the following matters pursuant upon the changes to Council operating arrangements and the re-constitution of the Tavistock BID Company Ltd

a) Plans Committee – appointment of Member consequent upon the resignation of Councillor C Rogers.

b) Tavistock BID Company

To nominate a Member to serve on the Tavistock BID Company Ltd – previous suggestions were either Councillor H Smith or Councillor C Rogers.

c) Appointment of Budget and Policy Sub-Committee

Members were requested to notify the office should they be interested in serving on the above Sub-Committee (there being 5 vacancies). Notifications were received from the following 5 Councillors Mrs A Johnson, P Palfrey, H Smith, P Ward, P Williamson and Council is requested to endorse their appointment.

7 GENERAL FINANCE

- i. **Schedule of Payments** – to consider and endorse the monthly accounts, as at 31st May 2016 for submission to the next Council Meeting (a schedule of all payments is enclosed)
- ii. **Budget Monitoring Report** – to consider and endorse the phased Budget Monitoring Report as at 31st May 2016 (enclosed)

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 PLANS COMMITTEE

To receive and consider the Minutes of the Meetings of the Plans Committee held on

- a) Plans Committee - 28th June (previously circulated); and
- b) Plans Committee - 19th July (enclosed) together with, in particular, any recommendation arising in connection with Application Number 2022/16/OPA.

NOTE – all Members are requested to familiarise themselves with the above application (for up to 148 homes) prior to consideration at the Meeting of Council. Details may be viewed either on the West Devon Planning Portal or, in paper form, at the Town Council Offices.

ITEMS CIRCULATED FOR INFORMATION ONLY

Note - the following items are circulated for information only.

9 SERVICE REPORTS

To receive, for information, the following Service reports:-

- i. General Manager (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 has previously been circulated.

10 FINANCE & OTHER MATTERS

To receive, for information, the following:-

- a) Chamber of Commerce – Minutes of the Meeting held on 6th June, 2016 (enclosed)
- b) Report of the Assistant to the Town Clerk (enclosed)
- c) Tavistock BID Co – Minutes of the Meeting held on 15th June 2016 (enclosed)
- d) Townscape Heritage Partnership – Notes of the Meeting held on 14th June, 2016 (enclosed)

- e) Destination Okehampton – Notes of Meetings held on 4th May and 22nd June 2016 (enclosed)
- f) Pixon Lane Depot – Update (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. **DEBTORS**

Report enclosed

ii. **TOWN HALL AUDIT REPORT**

Report enclosed

iii. **GUILDHALL GATEWAY CENTRE**

To receive

- a) the report of the Meeting of the Guildhall World Heritage Site Interpretation Centre Steering Group held on 7th July, 2016 (enclosed);
- b) Any update from Members representing the Council/involved in negotiations with a partner body (oral report – Members will also be in receipt of a report from the Mayor in connection with same circulated under separate cover);
- c) Copy revised Project Plan (enclosed)

In order to:-

- i) Consider whether or not to endorse the adjustment of the proposed HLF Bid submission date from February 2017 to June 2017 consequent upon the request of a partner organisation for more time to deliberate.
- ii) Consider whether or not to endorse, in principle, the emerging scheme (as outlined at the informal meeting of Council on 28th June) and, in particular, the indicative built extension to the existing premises together with any instructions in connection with on-going negotiations.

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.

Town Clerk.....

19th July, 2016

**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.