

## AGENDA ITEM No. 3(a)

- MINUTES** of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 4<sup>th</sup> OCTOBER, 2016** at **6.45pm**
- PRESENT** Councillor Mrs M Ewings (Mayor)  
Councillor P Sanders (Deputy Mayor)
- Councillors Mrs A Johnson, A Lewis, Mrs L Roberts, C Rogers, E Sanders, J Sheldon, H Smith, P Squire, A Venning, P Ward, Mrs J Whitcomb, P Williamson.
- IN ATTENDANCE** Town Clerk, General Manager, Townscape Heritage Initiative Project Manager, Assistant to the Town Clerk.
- Note – Prior to the commencement of the Meeting there was an opportunity for quiet reflection led by Reverend Pam Stranks of Tavistock Methodist Church, together with a report on Civic matters from the Mayor of West Devon Borough Council, Cllr J Sheldon.

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### **114 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors T Gibbins, J Moody and P Palfrey.

### **115 DECLARATIONS OF INTEREST**

No Declarations of Interest were made.

### **116 CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Tavistock Town Council held on Tuesday 6<sup>th</sup> September, 2016 be confirmed as a correct record and signed by the Chairman. (Appendix 1)

### **ITEMS REQUIRING A DECISION**

#### **117 GENERAL FINANCE**

##### **a) Schedule of Payments**

The Council received and considered copies of the monthly accounts, as at 31<sup>st</sup> August 2016 (Appendix 2).

**b) Budget Monitoring Report**

The Council received and considered a copy of the Budget Monitoring Report as at 31<sup>st</sup> August, 2016 (Appendix 3).

**118 BUDGET & POLICY SUB-COMMITTEE**

The Council considered the Minutes of the Meeting of the Budget and Policy Sub-Committee held on 19<sup>th</sup> September, 2016 (Appendix 4).

RESOLVED THAT the Minutes of the Meeting of the Budget and Policy Sub- Committee held on 19<sup>th</sup> September, 2016 be received and the recommendations therein endorsed.

**119 PLANS COMMITTEE**

**a) Plans Committee – 20<sup>th</sup> September, 2016 (Appendix 5)**

The Minutes of the Meeting of the Plans Committee held on 20<sup>th</sup> September, 2016 (Minute Numbers 105 - 113 inclusive).

RESOLVED THAT subject to any amendments listed above, the recommendations included in the forgoing report of the Committee Meeting be approved and the report be received.

**ITEMS FOR INFORMATION**

**120 SERVICE REPORTS**

The Committee received and noted the reports of the General Manager, Works Department, Town Hall, Pannier Market, Townscape Heritage Initiative Project Manager and Guildhall Gateway Centre Development Phase Co-ordinator (Appendices 6-11 refer).

**Noted That:**

- a) General Manager – reference made in particular to:
- Appreciation for securing the leasehold units for the relocation of the Works Department;
  - Arrangements for transition of Council services to receive superfast broadband;
  - Anticipated arrangements in respect of scaffold design for works to Duke Street (re-pointing);
  - Matters arising in relation to the availability of the TAP funded defibrillator located at the Bedford Hotel;

- Works proceeding arising from a survey of issues to be addressed regarding units located at East End Stores.
- b) Works Department – reference made in particular to:
- Anticipated arrangements in respect of works commissioned by the Highway Authority at Bannawell Street;
  - In response to a question the Clerk undertook to write to the local Inspector of Police regarding issues raised by Members relating to vandalism and low-scale crime.
- c) Townscape Heritage Initiative  
The Council received a presentation from the Project Manager incorporating a brief summary of progress to date in connection with the Project, together with the opportunity to ask questions and raise issues.

Arising from the foregoing appreciation was expressed for a recently conducted complementary skills event and, in response to a question, the Project Manager undertook to reference obligations relating to access with an applicant and liaise with WDBC regarding publicity on completion of works to the Butchers' Hall.

## **121 FINANCE & OTHER MATTERS**

The Council received and noted the following:

- a) Town Hall and Pannier Market Consultative Group – Notes of the Meeting held on 13<sup>th</sup> September, 2016 (Appendix 12).
- b) Goose Fair Operational Meeting – Notes of the Meeting held on 17<sup>th</sup> August, 2016 (Appendix 13).
- c) Report of the Assistant to the Town Clerk (Appendix 14).

Noted That in connection with the above appreciation was expressed to Members who had contributed to the recent charity event in aid of MacMillan Cancer. Attention was also drawn to upcoming arrangements in respect of Remembrance Sunday and the Christmas event hosted by the Mayor on 19<sup>th</sup> December, 2016.

- d) Tavistock Heritage – Minutes of the Meeting held on 18<sup>th</sup> August, 2016 (Appendix 15).

Noted That the Council's representative on the organisation concerned provided a brief update in connection with its development towards creating an independent Charitable Trust.

e) Destination Okehampton – Minutes of the Meeting held on 28<sup>th</sup> July, 2016 (Appendix 16).

## **122 COMMUNICATIONS FROM THE MAYOR**

The Council received the following reports/communications from the Town Mayor.

The attention of Council was drawn to an upcoming charity auction by the Football Club.

## **EXCLUSION OF PRESS & PUBLIC**

## **123 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 it was:-

RESOLVED THAT the Press and Public be excluded from the Meeting for the following items of business.

## **ITEMS REQUIRING A DECISION**

## **124 LEGAL MATTERS – COUNCIL PROPERTY**

**(CONFIDENTIAL** by virtue of relating to commercially sensitive information).

The Council considered a representation received regarding the allocation of space in and around the Pannier Market Surround arising from which it was:

RESOLVED THAT no action be taken.

Noted that in the discussion arising from consideration of the above reference was made to arrangements previously consulted upon and agreed by the Council with the Heritage Lottery Fund as part of the Townscape Heritage Initiative Scheme . These included matters such as surface type, colour, construction, pedestrian walkways etc. Details of the approved Scheme were available on the Council website.

Having due regard to the nature of the representation received it was further agreed that an informal opportunity be provided for all

Members to review/comment on how available space might be utilised for tables, chairs, marquees etc within the framework of the approved Scheme.

**125 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).

The Council considered and noted a list of all those with debts to the Council dating from earlier than the last Quarter Day and received up-dates, where appropriate, in respect of same.

Noted That in connection with Debtor No(B) it was agreed that this matter be reported on a six monthly basis in view of the timelines involved (a further update was provided).

The Press and Public were re-admitted to the Meeting.

**126 COUNCIL SEAL**

RESOLVED THAT – the Council Seal be affixed to the various deeds and documents to be made or entered into for the carrying into effect of those decisions or matters approved by the Council this day.

The Meeting closed at 8.09pm.

Chairman .....

Date .....

