

AGENDA ITEM No. 3a

MINUTES

of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 13th FEBRUARY, 2018 at 6.45pm.**

PRESENT

Councillor P Ward (Deputy Mayor-in the Chair)

Councillors Ms L Crawford, Mrs M Ewings, A Hutton, Mrs A Johnson, A Lewis, P Palfrey, Mrs L Roberts, E Sanders, H Smith, P Squire, Mrs J Whitcomb and P Williamson.

IN ATTENDANCE

Town Clerk, General Manager.

Prior to the Meeting there was an opportunity for quiet reflection led by Mrs Jo Wright of Tavistock Street Pastors. In her absence a written report from County Councillor Mrs D Sellis was received together with an oral report from West Devon Borough Councillor Neil Jory.

294. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors J Moody, J Sheldon, A Venning, and the Mayor, Councillor P Sanders.

295. DECLARATION OF INTEREST

The following Declarations of Interest were made;

- a. Councillor Mrs A Johnson a disclosable pecuniary property interest in connection with Minute No. 300
- b. Councillor E Sanders a disclosable pecuniary property interest in connection with Minute No. 300
- c. Councillor Mrs J Whitcomb a personal interest by virtue of a family connection with regard to Minute No. 300.

296. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of the Tavistock Town Council held on Tuesday 9th January, 2018 be confirmed as a correct record and signed by the Chairman (Appendix 1)

Noted That arising from consideration of the above and, more specifically, the note to Minute No. 254 it was requested that the

Assistant to the Town Clerk seek to source planning training from the Devon Association of Local Councils for delivery to the Town Council, same to be made available to surrounding parishes, in view of the inability of the Borough Council to provide such training.

ITEMS REQUIRING A DECISION

297. GENERAL FINANCE

The Council considered the following:

a. **Schedule of Payments**

The Council received and considered a copy of the monthly accounts as at 31st December, 2017 (Appendix 2)

b. **Budget Monitoring Report**

The Council received and considered a copy of the Budget Monitoring Report as at 31st December, 2017 (Appendix 3)

298. BUDGET AND POLICY COMMITTEE

The Council considered the Minutes of the Meeting of the Budget & Policy Committee (Appendix 4) held on 30th January, 2018 (Minute No's 275-284)

RESOLVED THAT the recommendations included in the foregoing report of the Committee be approved, and the Minutes be received.

Noted That in the associated discussion reference was made, in particular, (Minute No. 278 refers) to the importance attached to the return of the General Reserve to typical operating levels. Also the extensive consideration which took place at the Meeting of the Committee regarding both the General Reserve, Capital Programme and associated issues which had led to the extensive recommendations adopted by Council (Minute No. 278 a-f refers) In response to a question it was clarified that the view as referred to in Minute No. 278 (a) would be undertaken during or after June "2018".

299. CAPITAL PROGRAMME OPTIONS

The Council considered the report of the General Manager and Town Clerk (Appendix 5) which provided an opportunity to review options for the deployment of the Capital Programme, subject to an assessment as to whether the existing budget position was both affordable and appropriate.

The General Manager proceeded to outline the proposals included in the report, noting that with regard to para 2.3(b) further investigations indicated that:-

- it would not be economic to proceed with the installation of electric heaters which would now be replaced with enhancements to the existing gas heating system if approved and affordable;
- any works to the Pannier Market and Play Areas would be undertaken strictly within the existing budget envelope and achieved by the funding arrangements identified elsewhere within the report.

In the ensuing discussion reference was made, in particular, to the current financial environment, the potential for unexpected costs to fall upon the Council at a time when its reserves were fully committed, together with an acknowledgement of the Council's appetite for risk.

RESOLVED THAT subject to the securing of funding for the proposed works to the Meadows Play Area and Pannier Market (comprising resurfacing of Play Area failed surfaces, replacement of lighting in the Pannier Market, re flooring and improvements to the Pannier Market customer toilet facilities and re-designated office space and improvements of the café area together with improvements to the existing heating and consequential works) funded by;

- a. Duke Street repointing – allocation of the underspend of £13,109;
- b. Abbey Walk resurfacing – allocation of the underspend of £33,909;
- c. Property Maintenance – allocation/virement of an underspend on the current year property maintenance budget of £35,000;
- d. Rundle Room refurbishment – by not proceeding/removal of this project allocation of £46,993 (note of this £20,000 was previously fully funded);
- e. New Depot fit out (Molly Owen Centre) – reduction in budget by £10,000 and reallocation of that amount;
- f. Town Hall Roof –
 - i. a reduction in budget allocation by £10,000 reallocated to the above works; and
 - ii. accompanied by a commitment to undertake only essential works if/as needed;
- g. Town Hall lift – deletion from the Capital Programme allowing allocation of £30,000 (accompanied by the hypothecation of

- £30,000 from the 2018/19 financial year properties maintenance budget in case of emergency);
- h. Exceptional Maintenance Fund (Court-Gate), virement of £10,000;
 - i. Pannier Market shops (East End Stores) deletion of budget line and – virement/transfer of £20,000

the budget arising not be allocated to reserves and the identified alternative works be undertaken.

300. DEVELOPMENT MANAGEMENT AND LICENSING COMMITTEE (DM&L)

The Council considered the following:-

a. **Development Management and Licensing Committee – 23rd January, 2018** (Appendix 6)

The Minutes of the Meeting of the Development Management and Licensing Committee held on 23rd January, 2018 (Minute No's 266-274 inclusive)

Noted That

- i. Councillors Mrs A Johnson and E Sanders declared an interest and left the meeting during the consideration of Minute No 270(b);
- ii. Councillor Mrs J Whitcomb declared an interest and remained;
- iii. Following discussion regarding the issues associated with and arising from Minute No. 270(b) it was further

RESOLVED THAT any Councillors who wished to do so liaise with those Tavistock South West Members who were not otherwise affected by an interest to put together suggestions to the Highway Authority for improvements which could be made in the identified area, in order that same could be considered at a future Meeting.

b. **Development Management & Licensing Committee – 12th February, 2018** (Appendix 7)

The Minutes of the Meeting of the Development Management & Licensing Committee held on 12th February, 2018 (Minute No's 285-293 inclusive)

RESOLVED THAT the recommendations included in the foregoing reports of the Committee be approved, and the Minutes be received.

301. GUILDHALL LEASE

Pursuant to the need to put in place arrangements to expedite the agreement of a lease between the Council and Tavistock Heritage Trust in connection with the Guildhall Gateway Centre proposal it was:-

RESOLVED THAT

- a. The Deputy Mayor, Councillor P Ward and the Heritage Lead for the Council, Councillor H Smith be appointed to lead in negotiations for the agreement for the Guildhall Lease;
- b. The Clerk to the Council, in consultation with the Deputy Mayor and Heritage Lead of the Council be authorised to agree a lease for the Guildhall, consistent with the Heads of Terms previously considered by the Budget & Policy Committee.

Noted That Council was advised that a draft copy of the proposed lease with Tavistock Heritage Trust was available for inspection by Town Councillors, by appointment, at the offices of the Council.

302. REQUEST FOR SUPPORT FROM TAVISTOCK BID COMPANY

This item had been placed on the Agenda, at the request of the Tavistock BID Company, who had indicated that it would be writing to the Council seeking its support in connection with representations being made to the Borough Council regarding car parking charges.

A Council representative noted the potential for an increase in car parking charges to adversely affect the vibrancy and viability of the town together with the wish that, in considering this matter, West Devon Borough Council would work actively with the BID Company and others on proposals to increase revenue through increased occupancy of existing car parks, rather than charging levels.

As at the time of the Meeting no correspondence had been received it was not possible to proceed with the matter.

ITEMS CIRCULATED FOR INFORMATION ONLY

303. SERVICE REPORTS

The Council received and noted reports of the General Manager, Works Department, Town Hall and Pannier Market (Appendices 8-11 refer)

Noted That the work of the General Manager in connection with the conversion of the Molly Owen Centre to provide Depot Facilities was commended.

304. FINANCE AND OTHER MATTERS

The Council received and noted the following:-

- a. Report of the Assistant to the Town Clerk (Appendix 12)
Noted That attention was drawn to the review and agreement of extension to the legal services contract of the Council (the more detailed terms being reported subsequently in closed session). Other professional services would be reviewed at appropriate junctures.
- b. Destination Okehampton – Notes of the Meeting held on 20th December, 2017 (Appendix 13)
- c. Town Hall and Markets Consultative Group – Notes of the Special Meeting held on 7th February, 2018 (Appendix 14)
- d. Tavistock Townscape Heritage Initiative – Notes of the Project Management Board Meeting held on 16th January, 2018 (Appendix 15)
- e. Tavistock & District and Chamber of Commerce – Minutes of the Meeting held on 8th January, 2018 (Appendix 16)
- f. Updates – there were no updates from Council representatives serving on other outside bodies in connection with the work of those bodies.

305. 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

CONFIDENTIAL ITEMS **CIRCULATED FOR INFORMATION ONLY**

306. PROPERTY AND FINANCE MATTERS

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

- i. Debtors
The Council considered and noted a list of all those with debts to the Council dating from earlier than the last Quarter Day (Appendix 17)
- ii. Bar Stock Audit Report
Contents of the recent Bar Stock Audit Report were received and noted.

iii. Updates

An oral update was provided in connection with outstanding legal matters.

The Press and Public were readmitted to the Meeting.

307. 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 8.10 pm.

Signed.....

Dated.....

CHAIRMAN