

AGENDA ITEM No. 3a

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 14th JANUARY, 2020** at **6.45pm**

PRESENT Councillor Mrs A Johnson (Mayor)
Councillor A Hutton (Deputy Mayor).

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

IN ATTENDANCE Town Clerk, General Manager, Assistant to the Town Clerk.

Noted That prior to the Meeting there was opportunity for quiet reflection led by the Mayor.

314. APOLOGIES FOR ABSENCE

An apology for absence had been received from Councillor A Lewis.

315. DECLARATIONS OF INTEREST

The following Declarations of Interest were made - Councillors Mrs M Ewings and J Moody both declared a personal interest in Budget & Policy Committee Meeting Minute No. 302 by virtue of both being Members of West Devon Borough Council.

316. CONFIRMATION OF MINUTES

RESOLVED THAT subject to the word 'manipulation' being replaced with the word 'misunderstanding' at Minute No. 274, the Minutes (Appendix 1 refers) of the Meeting of Tavistock Town Council held on Tuesday 3rd December, 2019, be confirmed as a correct record and signed by the Chairman.

317. PUBLIC REPRESENTATIONS AND QUESTIONS

No public representations or questions had been received.

ITEMS REQUIRING A DECISION

318. GENERAL FINANCE

The Council considered the following:-

a. Schedule of Payments

The Council received and considered a copy of the monthly accounts as at 30th November, 2019 and as listed on the Council website.

b. Budget Monitoring Report

The Council received and considered a copy of the Budget Monitoring Report (Appendix 2) as at 30th November, 2019.

319. BUDGET & POLICY COMMITTEE

The Council considered the Minutes of the Meeting of the Budget & Policy Committee (Appendix 3) held on Tuesday 7th January, 2020 (Minute No's 296 - 301 inclusive) the recommendations being reported by rote.

RESOLVED THAT

- a) subject to the exclusion of items (e) and (g) (Minute No 299 refers), the recommendations included in the foregoing report of the Committee be approved and adopted;
- b) consideration of Minute No's 302 - 304 be deferred to a later point in the Meeting in view of the confidential nature of the business to be transacted.

Noted That;

- i. it was agreed that Minute No. 299 (e) & (g) be deferred to a later point in the Meeting in view of the confidential nature of the business to be transacted;
- ii. a request was received for more information to be provided on the Town Council's financial relationship with West Devon Borough Council which would be provided in due course.

320. DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE (DM&L)

The Council considered the following:-

- a. Development Management & Licensing Committee – Minutes (Appendix 4) of the Meeting held on Tuesday 17th December, 2019 (Minute No's 287 - 295 inclusive);

- b. Development Management & Licensing Committee – Minutes (Appendix 5) of the Meeting held on Monday 13th January, 2020 (Minute No’s 305 - 313 inclusive).

The recommendations being reported by rote.

RESOLVED THAT the recommendations included in the foregoing reports of the Committee be approved and adopted.

ITEMS CIRCULATED FOR INFORMATION ONLY

The following items had been circulated for information only:-

321. SERVICE REPORTS

The Council received and noted the reports of the Works Department, Town Hall/Butchers’ Hall and Pannier Market (Appendices 6–8 refer).

Noted That:-

- i. The General Manager provided an oral update in connection with progress regarding:
 - o the Guildhall refurbishment: an unsuccessful application for grant from Viridor and discovery of a historic fireplace feature in the Robing Room;
 - o award of the Guildhall Public Realm Contract to RM Builders. Works and the associated closure would run until mid to late May 2020;
 - o Pannier Market Public Realm – it was anticipated that this Contract would be closed out by end of February 2020;
 - o Recruitment into the vacant Works Manager post was scheduled.
- ii. Works Department – an insurance claim in respect of a damaged lamp post. The incident had been reported to the Police.
- iii. Town Hall/Butchers’ Hall Report – noted.
- iv. Pannier Market Report – a card payment equipment had been installed in the Town Hall and would start to be used in the Pannier Market shortly.

322. FINANCE AND OTHER MATTERS

The Council received, for information, the following:-

- a. Report of the Assistant to the Town Clerk (Appendix 9)

Noted That thanks were extended to those who had attended the Mayor's Christmas Party, which had proved to be a very enjoyable evening with funds being raised for the Mayor's chosen charity.

RESOLVED THAT former Mayor, Councillor P Ward's name be put forward to the Devon Association of Local Councils' (DALC) draw, for a place at The Royal Garden Party in May 2020

- b. County Councillor Report – noted (Appendix 10);

Noted That – disappointment was expressed that no written report had been received from a West Devon Borough Councillor and concern expressed that the Borough Council might be becoming remote from the Town.

- c. Town Hall & Markets Consultative Group – Notes of the Meeting held on 10th December, 2019 (Appendix 11);

- d. Museum Trust – Minutes of the Meeting held on the 21st November, 2019 (Appendix 12)

- e. Project update:-

- i. Townscape Heritage Initiative – there was nothing new to report;
- ii. Guildhall Gateway Centre Project – this matter had already been covered at the Meeting.

- f. Updates from Council representatives serving on outside bodies:-

- Oke Rail – the Council's representative apologised that he had missed the recent meeting of the Group, but would report back as soon as he had received the Minutes from that Meeting.

EXCLUSION OF PRESS AND PUBLIC

323. 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 REQUIRING A DECISION

324. BUDGET & POLICY COMMITTEE (CONT'D)

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

The Council considered confidential Minute No's 302/302(a) - 304 inclusive of the Meeting (Appendix 3 refers) of the Budget & Policy Committee held on Tuesday 7th January, 2020 the recommendations being reported by rote.

In the discussion arising from the above (Minute No's 302 and 299(g) refer) particular reference was made to:

- i) The importance attached to working in partnership with the Borough Council to secure provision of public conveniences for the Town and visitors to it;
- ii) The costs, timing, issues and options facing the Town Council, both now and in the future, flowing from decisions of the Borough Council and how best to proceed. In particular, the setting of an early review date for service appraisal following transfer of the Guildhall facility to Town Council operation, as agreed in principle with the Borough Council, including looking at wider needs and opportunities once the current capital programme was more mature;
- iii) The welcome opportunity, supporting delivery by the Borough Council, to part fund the re-opening of the Bus Station toilets;
- iv) Being mindful of the nature of decisions to be taken to best serve the long term interests of the community/ratepayers the extent to which a planned and longer term approach could represent the most viable way of delivering a sustainable overall service.

RESOLVED THAT subject to the amendment of the recommendations included in Minute No 302(a) as follows

- a. To accept the transfer of the freehold of the Guildhall Car Park Public Conveniences on the basis previously offered by the Borough Council (notwithstanding the reservations of the Town Council with regard to the suitability of the overage clause) by 1st April 2020;
- b. For a period of 1 year, and subject to review, offer the Borough Council the cleaning contract in respect of the Guildhall Car Park Public Conveniences as set out in the draft Service Level Agreement agreed in principle by WDBC;
- c. The Budget and Policy Committee review the operation of Public Conveniences after a period of 4 months (i.e. as at end July, 2020) and make recommendations to Tavistock Town Council with regard to the 2021-2022 Budget and future service provision including how additional public provision can be made available in the Town to serve users of/visitors to the Meadows;
- d. Pursuant to Minute No 299 (g) the Town Council support the request from West Devon Borough Council for grant support toward re-provision of a Bus Station toilet and a grant of £1,000 be made for the 2020/2021 financial year on a without prejudice basis subject to the Borough Council confirming that:
 - i. it will not withdraw from making its longstanding contribution towards certain Goose Fair costs;
 - ii. the unit will be available for use by the General Public and access will not be restricted;
 - iii. it will approach the Tavistock BID Co seeking a contribution toward operating costs;
 - iv. the grant is necessary to achieve the most cost effective means of reopening the toilet by disclosing to the Town Council the full costs of maintaining the toilet and all other

sources of income to provide for its maintenance that have been secured by it.

the recommendations included in the foregoing report of the Committee be approved and adopted.

Noted That

- a) Minute 302(a) was circulated and discussed;
- b) Councillors Mrs M Ewings and J Moody, having declared an Interest (Minute No. 315 above refers), left the Meeting during consideration of the above;
- c) Councillor Mrs Ewings returned to the Meeting after consideration of Minute No. 299 (e) and (g).

325. PROPERTY, LEGAL AND FINANCE MATTERS

(**CONFIDENTIAL** by virtue of relating to legal and/or commercial matters, staff and/or the financial or business affairs of a 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, and received updates accordingly (Appendix 13).

Noted That Councillor Mrs M Ewings left the Meeting during consideration of Debtor F on the Report.

ii. **LEGAL UPDATES**

There were no updates to report.

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

The Meeting closed at 8.22pm.

Signed.....

Dated.....

CHAIRMAN