

## **AGENDA ITEM No. 3a**

**MINUTES** of the Meeting of the **TAVISTOCK TOWN COUNCIL** held on **TUESDAY 26<sup>th</sup> NOVEMBER, 2024 at 6.30pm** at **THE COUNCIL CHAMBER, TOWN COUNCIL OFFICES, DRAKE ROAD, TAVISTOCK**

**PRESENT** Councillor P Ward (Mayor)

Councillors Ms M Ewings, Mrs J Hughes, A Hutton, Mrs A Johnson, A Lewis, U Mann, N Martin, J Moody, Mrs B Moody, G Parker, B Smith.

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

Prior to the commencement of the Meeting there was opportunity at: **6.25pm** – for Members to receive a few moments of Quiet Reflection as provided by The Mayor, in the absence of a representative from the Street Pastors who were unavoidably unable to be in attendance.

### **COMMENCEMENT OF MEETING**

#### **229. APOLOGIES FOR ABSENCE**

Apologies for Absence had been received from Councillors S Hipsey (Deputy Mayor), U Mann and R Poppe.

#### **230. DECLARATIONS OF INTEREST**

The following Declarations of Interest were made at this point in the Meeting:

- Councillors A Hutton and G Parker declared a personal and prejudicial Interest in respect of Budget & Policy Minute No. 215 (Grants to the Community), by virtue of their involvement in the operation, management and control of that organisation.
- Councillor Mrs A Johnson Declared an Interest in;
  - o Budget & Policy Minute No. 211 (Grants to the Community) by virtue of being the Council's appointed Trustee to The Printworks; and
  - o Agenda Item 8iii (Works Department Report) with regard to the St Eustachius' Christmas Tree Festival by virtue of association with the Friends of St Eustachius' Group;
- Councillor P Ward Declared a personal non-prejudicial Interest in respect of Budget & Policy Minute No. 215 (Grants to the

Community) by virtue of occasional volunteering but in view of the minimal nature of the involvement arising remained in the Meeting.

Noted That in response to a request clarification was provided on Members' obligations with regard to the operation of the Code of Conduct and the declaration of certain categories of interest.

### **231. CONFIRMATION OF MINUTES**

a) RESOLVED THAT the Minutes of the Meeting of Tavistock Town Council held on Tuesday 29<sup>th</sup> October, 2024 be confirmed as a correct record and signed by the Chairman (Appendix 1).

### **232. PUBLIC REPRESENTATIONS & QUESTIONS**

No public representations or questions had been received prior to the Meeting.

### **ITEMS REQUIRING A DECISION**

#### **233. GENERAL FINANCE**

The Council considered the following:-

i) Schedule of Payments

The Council received and considered copies of the monthly accounts as at 31<sup>st</sup> October, 2024 as listed on the Council website (Appendix 2);

ii) Budget Monitoring Report

The Council received and considered a copy of the Budget Monitoring Report (Appendix 3) as at 31<sup>st</sup> October, 2024.

#### **234. BUDGET & POLICY COMMITTEE**

The Council considered the Minutes of the Meeting of the Budget & Policy Committee (Appendix 4) held on Tuesday 12<sup>th</sup> November, 2024 the recommendations being reported by rote.

RESOLVED THAT subject to consideration of Minute Nos. 215 - 218 being deferred to a later point in the Meeting in view of the confidential nature of the business to be transacted, the Recommendations included in the foregoing report of the Budget and Policy Committee, (Minute No's 207 - 214) be approved and adopted.

## **235. DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE (DM&L)**

The Council considered the following: -

- i) Development Management & Licensing Committee - Minutes of the Meeting held on Tuesday 19<sup>th</sup> November, 2024 (Appendix 5) (Minute No's 219 - 228 inclusive) the recommendations being reported by rote:

RESOLVED THAT the Recommendations included in the foregoing report of the Development Management & Licensing Committee be approved.

## **ITEMS CIRCULATED FOR INFORMATION ONLY**

### **236. SERVICE REPORTS**

The Council received, for information, the Reports of the General Manager, Pannier Market, Town Hall & Butchers' Hall, and Works Department (Appendices 6-9 refer).

- i. General Manager Report (Appendix 6)  
Noted That: the General Manager provided an oral update on the following matters:
  - a) Storm damage to Abbey Walk  
During recent 'Storm Bert' a falling tree had caused damage to Abbey Walk and the wall abutting Bedford Car Park. It was confirmed that fencing would be installed on 27<sup>th</sup> November, which would allow the footpath to be re-opened, and that a schedule of works to repair the riverbank had been agreed for delivery when weather permitted.
  - b) The Council was advised that the Council's Ford Connect van, and flat-bed truck, would be disposed of in the following few weeks, disposal values were anticipated to be less than £500.
- ii. Pannier Market Report (Appendix 7);  
Noted That:
  - o appreciation was expressed to Market staff for the positive remarks received via Trip Advisor, as detailed within the Report. The Meeting was also reminded of the Pannier Market entry in NABMA's 'Market of the Year' competition which permitted/encouraged voting on a daily basis;
  - o in response to a question the Meeting was advised Christmas Opening Times for the Pannier Market were set in consultation with trader representatives.
- iii. Works Department Report (Appendix 8);
- iv. Town Hall & Butchers' Hall Report (Appendix 9).

## **237. FINANCE & OTHER MATTERS**

The Council received, for information, the following: -

- a) Report of the Assistant to the Town Clerk (Appendix 10);
- b) Notes of the Goose Fair Wash-Up Meeting held on Monday 4<sup>th</sup> November, 2024 (Appendix 11);
- c) West Devon Borough Councillor Report – Councillor A Bridgewater (Appendix 12);

### Noted That:

- o There was a correction to the foregoing report - 'Sampford Spiney' as listed should be replaced with 'Sydenham Damerel';
  - o Reference was made, in discussion, to housing targets for the area, a recent national consultation on planning, and related matters.
- f) The following updates or feedback were brought forward:
- i. Representatives on outside bodies – no items were brought forward, however:
    - o Tavi Rail representative – it was understood extant railway schemes were currently being assessed by the Department for Transport and the Treasury, with a view to a potential update in March 2025;
    - o Members reported changes in connection with arrangements for the disposal of upholstered furniture at Tavistock Recycling Centre with effect from January 2025, and related matters.
  - ii. Feedback from Members following attendance at any training sessions: none brought forward.

Noted That no report had been received from County Councillor D Sellis.

## **EXCLUSION OF PRESS AND PUBLIC**

### **238. 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**

### **239. BUDGET & POLICY COMMITTEE CONTINUED**

(**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).

The Council received and considered Minute Nos. 215 - 218 of the Meeting of the Budget & Policy Committee (Appendix 4 refers) held on Tuesday 12<sup>th</sup> November, 2024, the Recommendations being reported by rote. In connection with Minute No. 215 – Grants to the Community reference was made to various matters including, amongst others:

- the importance of the organisation achieving Charitable Incorporated Organisation (CIO) status to promote good governance and facilitate meeting the costs of Business Rates;
- the difference between the operational and safety issues associated with storage, and those attaching to distribution at the premises, also the extent to which risk and other assessments potentially changed if licence duration were to be extended;
- the necessity for the organisation to have appropriate safeguards and insurances in place to cover its activities.

RESOLVED THAT, subject to the following amended recommendation in respect of Minute no 215 in connection with the grant of an extension to the existing licence:

- i) the extension of the current Licence be for a 12-month period;
- ii) that in view of the extended occupancy period above, that the previously discussed improvement works to be completed within the first 3 months of 2025, to help offset safety issues (see above);
- iii) that the number of volunteers' cars on-site at any one time to be restricted to 4 vehicles;
- iv) that the organisation was to obtain 'charitable status' at the earliest opportunity. This would also allow it to apply for Business Rate Relief;
- v) that an appropriate level of Public Liability Insurance was to be obtained;
- vi) the incorporation of a one month break clause;

- vii) the General Manager incorporating a review of the operation of the Premises within the 2025-26 Service Plan for Community Services

the Recommendations included in the foregoing report of the Committee (Minute no's 215-218 refer) be approved and adopted.

Noted That

- Councillors A Hutton and G Parker declared a personal and prejudicial Interest in respect of Budget & Policy Minute No. 215 (Grants to the Community), by virtue of their involvement in the operation, management and control of that organisation. Both Councillors left the Meeting during the consideration of this item;
- Minute No. 211 – Grants to the Community. The Mayor undertook to send a letter to the Junior Life Skills applicant.

## **240. PROPERTY, LEGAL & FINANCE MATTERS**

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### **i. DEBTORS' REPORT**

The Council considered and noted a list (Appendix 13) of all those with debts to the Council dating from earlier than the last Quarter Day and received updates accordingly:

Debtor A

Following consideration of legal advice it was:

RESOLVED THAT the recommendation included in the report as recommended by the Councils Solicitors be adopted and endorsed.

Noted That arising from consideration of the above:

- o disappointment was expressed at the necessity of bringing the foregoing proceedings, occasioned by persistent failures to honour those financial and other obligations as had applied under the agreement between the parties. The importance attached to the reasonable expectation parties contracted in good faith was stressed.
- o the Council acknowledged its duty of care to employees and it wholly condemned, and did not tolerate, personal attacks on officers discharging their duties.

**CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY**

**241. PROPERTY, LEGAL & FINANCE MATTERS**

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No updates were brought forward.

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

The Meeting closed at 8.34pm.

Signed:

Dated:

CHAIRMAN