

AGENDA ITEM No. 3a

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held on **TUESDAY 27th July, 2021 at 5.30pm** at **Tavistock Town Hall, Bedford Square, Tavistock**

PRESENT Councillor A Hutton (Mayor)
Councillor Mrs U Mann (Deputy Mayor)

Councillors Ms L Crawford, J Ellis, Mrs M Ewings, A Fey,
Mrs A Johnson, Mrs G Parker, B Smith, H Smith,
P Squire, P Ward, P Williamson

IN ATTENDANCE Town Clerk, Financial Administrator, Town Hall and Events Manager

Prior to the commencement of the Meeting there were a few moments of Quiet Reflection led by a representative from Tavistock Street Pastors.

COMMENCEMENT OF MEETING

99. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors A Lewis, A Venning, J Moody.

100. DECLARATIONS OF INTEREST

A Declaration of Interest was made by Councillor A Hutton (Mayor) in respect of Tavistock Tennis Club, by virtue of his membership of the Club.

101. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of Tavistock Town Council held on Tuesday 1st June, 2021 be confirmed as a correct record and signed by the Chairman (Appendix 1).

102. PUBLIC REPRESENTATIONS AND QUESTIONS

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

ITEMS REQUIRING A DECISION

103. 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 April and 31st May, 2021 (Appendix 2) as listed on the Council website.

b) Budget Monitoring Report

The Council received and considered a copy of the Budget Monitoring Report (Appendix 3) as at 31st May, 2021.

104. BUDGET & POLICY COMMITTEE

The Council considered the Minutes of the Meeting of the Budget & Policy Committee (Appendix 4) held on Tuesday 6th July, 2021, the recommendations being reported by rote.

RESOLVED THAT subject to

a) consideration of Minute No's 85 - 87 being deferred to a later point in the Meeting in view of the confidential nature of the business to be transacted; and

b) the addition of the following addition to the recommendation included in connection with Minute No 83, namely:-

'Furthermore the Town Council welcomes the decision of West Devon Borough Council to conduct a consultation exercise in respect of the proposed Public Spaces Protection Order and write in support of same for the identified area of the Town'

the recommendations included in the foregoing report of the Committee (Minute No's 73 – 84 inclusive) be approved and adopted.

Noted That

i) Minute No 80 (Tennis Club), the Mayor declared an interest in the above item by virtue of Membership of the organisation concerned and left the meeting during consideration thereof, the Chair being taken in his absence by the Deputy Mayor, Mrs U Mann;

- ii) Minute No 83 (PSPO) – Council was advised that notification had been received from the licensing authority that a public consultation, in connection with the order requested by the Town Council, was to commence shortly.

105. DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE

The Council considered the following: -

- a) Development Management & Licensing Committee - Minutes of the Meeting held on Wednesday 2nd June, 2021 (Appendix 5) (Minute No's 54 - 62 inclusive);
- b) Development Management & Licensing Committee – Minutes of the Meeting held on Tuesday 22nd June, 2021 (Appendix 6) (Minute No's 63-72 inclusive); together with, in connection with Minute No 69 (and in addition) the following resolution of Council:-

RESOLVED THAT in accordance with the provisions of Minute No 69, Tavistock Town Council endorse and approve the applications to (in connection with Designation of the Neighbourhood Development Plan for Tavistock) submit (re-submit in relation to WDBC) an application for designation of a Neighbourhood Plan Area to both West Devon Borough Council and the Dartmoor National Park Authority in respect of the areas falling within their respective boundaries so as to ensure coverage of the whole of the Parish of Tavistock.

- c) Development Management & Licensing Committee – Minutes of the Meeting held on Tuesday 13th July, 2021 (Appendix 7) (Minute No's 89 - 98 inclusive)

RESOLVED THAT subject to the addition arising in connection with Minute No 69 the recommendations included in the foregoing reports of the Committee be approved and adopted.

106. RESIGNATION

The Council received the resignation of former Councillor G Parker from Tavistock Town Council and noted the prospective timetable for any election.

RESOLVED THAT in the event that an election were to be called, poll cards be issued.

107. APPOINTMENTS

The Council considered the following appointments to:

- a) Development Management & Licensing Committee (2 Vacancies)
Nominations were invited (and two received) for two vacancies arising on the above Committee arising from which it was:

RESOLVED THAT Councillors P Squire and A Venning be appointed to the Development Management and Licensing Committee.

- b) Devon Association of Local Councils and the DALC Larger Councils Committee
Nominations were invited in connection with representation (and as Deputy) on the above organisations arising from which it was:

RESOLVED THAT Councillor P Ward be appointed as the Council representative, Councillor Mrs U Mann as Deputy.

- c) Tavistock Museum Trust - Reserve Observer.
Nominations were invited in connection with the above.

RESOLVED THAT Councillor H Smith be appointed

- d) Tavistock Town Council/Tavistock Heritage Trust
Nominations were invited in connection with appointment of a representative to serve on the Joint Working Group as between the Council and Tavistock Heritage Trust.

RESOLVED THAT Councillor A Hutton be appointed to the Joint Working Group.

108. ARRANGEMENTS FOR FUTURE MEETINGS

The Council considered future arrangements for Council Meetings with due regard to the public health situation, availability of premises, associated facilities and related matters arising from which it was:

RESOLVED THAT

- a) For the timebeing, in the interests of safe and secure arrangements, the Council continue to meet in The Town Hall (or Butchers' Hall depending on venue availability); and accordingly
b) The Development Management & Licensing Committee, and the Budget & Policy Committee, be afforded the opportunity to choose where they met with due regard to safe and secure arrangements.

Noted That, the limitations of the Council Chamber in accommodating appropriate levels of social distancing and also variable factors such as public or ward member attendance at committees was referred to. Notwithstanding venue, in response to a question, the Council was advised that those Councillors with a disability could contact staff regarding the potential for reasonable adjustments to be undertaken where possible – investigations would also be undertaken regarding a freestanding microphone and stand.

109. GRANTS PANEL

The Council received, for information, the Notes of the Meeting of the Grants Panel held on 20th July, 2021 (Appendix 8) to consider revised arrangements and proposed next steps.

Noted that reference was made, in particular, to prospective feedback arrangements from grantees.

ITEMS CIRCULATED FOR INFORMATION ONLY

The following items had been circulated for information only: -

110. SERVICE REPORTS

The Council received and noted the reports of the General Manager, Town Hall/Butchers' Hall & Works Department, and the Pannier Market.

- i. General Managers Report (Appendix 9)
Noted That appreciation was expressed to staff in connection with recycling arrangements.
- ii. Town Hall & Events Management Report (Appendix 10);
Noted That appreciation was expressed to all stakeholders and, in particular, Tavistock Community Gardening, in connection with preparation for and delivery of the 2021 Britain in Bloom entry.
- iii. Pannier Market Report (Appendix 11).
Noted That congratulations were expressed to the Market Reeve and Designated Premises Supervisor in connection with recent success in professional examinations.

111. FINANCE AND OTHER MATTERS

The Council received, for information, the following: -

- a) Report of the Assistant to the Town Clerk (Appendix 12);
Noted that, in particular, attention was drawn to arrangements to thank colleagues and staff for their support over the past two Mayoral years scheduled for 20th September.
- b) Notes of the Goose Fair Operational Meeting held on 26th May, 2021 (Appendix 13);
- c) County Councillor Report (Appendix 14);
- d) Tavistock BID Company –
 - Minutes of the Meeting held on 18th March, 2021 (Appendix 15);
 - The Council Noted and welcomed the success of the BID Co renewal ballot.
- e) Tavistock Museum Trust: - Annual Report 2021 (Appendix 16);
- f) Town Hall & Markets Consultative Group – Notes from the Meeting held on 15th June 2021 (Appendix 17);
- g) Project Update: Guildhall Gateway Centre Project – there was no new update.
- h) Updates from
 - i. From Representatives on outside bodies – no updates provided
 - ii. From Members who had attended training sessions – a Member reported on attendance.

EXCLUSION OF PRESS AND PUBLIC

112. 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

113. 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 85 - 87 inclusive of the Meeting (Appendix 4 refers) of the Budget & Policy Committee held on Tuesday 6th July, 2021 the recommendations being reported by rote.

RESOLVED THAT the recommendations included in the foregoing report of the Committee (Minute No's 85-87 refer) be approved and adopted.

Noted That Councillor A Hutton declared an Interest in Minute No 85 by virtue of membership of the organisation concerned and left the Meeting taking no part in the discussion or voting thereon, the Chair being taken in his absence by the Deputy Mayor, Councillor Mrs U Mann.

114. PROPERTY, LEGAL, STAFFING AND FINANCE MATTERS

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i. DEBTORS

The Council considered and noted a list (Appendix 18) of all those with debts to the Council dating from earlier than the last quarter day and received updates accordingly.

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

The Meeting closed at 6.50pm

Signed:

Dated:
CHAIRMAN