

## **AGENDA ITEM 3a**

**MINUTES** of the Meeting of the **TAVISTOCK TOWN COUNCIL** held on **TUESDAY 29<sup>th</sup> OCTOBER, 2024 at 6.30pm** at **THE COUNCIL CHAMBER, TOWN COUNCIL OFFICES, DRAKE ROAD, TAVISTOCK**

**PRESENT** Councillor P Ward (Mayor)

Councillor S Hipsey (Deputy Mayor)

Councillors Ms M Ewings\*, Mrs J Hughes, A Hutton, Mrs A Johnson, A Lewis, U Mann, N Martin, J Moody, Mrs B Moody, T Munro, G Parker, R Poppe, B Smith.

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

\*Arrived late at the Meeting

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.

### **COMMENCEMENT OF MEETING**

#### **193. APOLOGIES FOR ABSENCE**

Apologies for Absence had been received from Councillors Ms M Ewings for late arrival, and A Venning.

#### **194. DECLARATIONS OF INTEREST**

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

- Councillors A Hutton and G Parker both declared a personal and prejudicial Interest in respect of Budget & Policy Minute No. 182 (Food Hub – The Molly Owen Centre), 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;
- Councillor P Ward Declared a non-prejudicial Interest in the same matter as above by virtue of occasional volunteering, but in view of the minimal nature of the involvement arising did not leave the Meeting during the discussion of this item.

- Councillor Mrs A Johnson Declared an Interest in Planning Application No. 3201/24/HHO at Agenda Item 7ii, by virtue of a close family relationship with the Applicant (Minute No. 199ii below refers).

### **195. CONFIRMATION OF MINUTES**

- a) RESOLVED THAT the Minutes of the Meeting of Tavistock Town Council held on Tuesday 17<sup>th</sup> September, 2024 be confirmed as a correct record and signed by the Chairman (Appendix 1).
- b) Councillor J Moody advised that apologies for his and Councillor Mrs B Moody's absence for the Meeting above had been conveyed to a colleague, who had unfortunately not attended in time for them to be recorded.

### **196. PUBLIC REPRESENTATIONS & QUESTIONS**

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

Noted That: In response to questions the County Councillor for the area undertook to investigate and report back on: impediments relating to access to the Alexander Centre for storage, the current and future location of the Tavistock Registry Office, and progress with a replacement Waste Facility for the Town.

### **ITEMS REQUIRING A DECISION**

#### **197. 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> August and 30<sup>th</sup> September, 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 30<sup>th</sup> September, 2024.

#### **198. BUDGET & POLICY COMMITTEE**

The Council considered the Minutes of the Meeting of the Budget & Policy Committee (Appendix 4) held on Tuesday 15<sup>th</sup> October, 2024 the recommendations being reported by rote.

RESOLVED THAT subject to consideration of Minute Nos. 181 - 183 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 172 - 178 & 180) be approved and adopted.

Noted That in connection with Minute No. 179 – Meet the Leader – Devon County Council, and following a call for volunteers to attend the above event in Okehampton on 4<sup>th</sup> December, 2024 it was:

RESOLVED THAT Councillors S Hipsey and Mrs A Johnson attend to represent Tavistock Town Council, and that the following potential topics might be brought forward by them:

- i. Highways issues in general, but specifically the impact on local businesses in the town of roadworks, and changes to bus services;
- ii. Bus Services for Tavistock, including the 86 and 89 routes;
- iii. Poor Broadband speeds encountered locally;
- iv. That monies derived from taxation on housing eg the second home additional Council Tax charge, should be repurposed into housing provision by the County Council as originally agreed, and not used to subsidise its own highway budgets.

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

The Council considered the following: -

- i) Development Management & Licensing Committee - Minutes of the Meeting held on Monday 7<sup>th</sup> October, 2024 (Appendix 5) (Minute No's 162 – 171 inclusive) the recommendations being reported by rote:

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

- ii) Development Management & Licensing Committee – Minutes of the Meeting held on Monday 28<sup>th</sup> October, 2024 (Appendix 6) (Minute No's 183 – 192 inclusive) the recommendations being reported by rote.

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

## **200. CASUAL VACANCY CO-OPTION – TAVISTOCK SOUTH WEST WARD**

One application had been received for co-option to the vacancy arising in the Tavistock South West Ward (from Mr R Edlmann) (Appendix 7).

The Council received a presentation from the applicant, who was in attendance, along with an opportunity to ask questions. Following consideration of the application it was:

RESOLVED THAT Mr R Edlmann be co-opted to serve as a Councillor on Tavistock Town Council.

The candidate re-entered the room and appreciation was expressed to them for their interest

Noted That: arrangements would be made for the successful applicant to sign the Declaration of Acceptance of Office and other necessary tasks, to enable them to join at the next Meeting of Council.

## **ITEMS CIRCULATED FOR INFORMATION ONLY**

### **201. SERVICE REPORTS**

The Council received, for information, the reports of the Pannier Market/Town Hall/Butchers' Hall and Works Department (Appendices 8 - 10), there being no General Managers report on this occasion.

- i. Pannier Market Report (Appendix 8);  
Noted That: appreciation was expressed to Pannier Market staff for successful trading arrangements on Goose Fair 2024;
- ii. Works Department Report (Appendix 9);  
Noted That: reference was made to traffic speeds/road safety on Butcher Park Hill (especially at the Allotment site entrance), and appreciation expressed to the Works Department for emergency works to preserve and protect the Honour Oak and repair the Bus Shelter;
- iii. Town Hall & Butchers' Hall Report (Appendix 10).

### **202. FINANCE & OTHER MATTERS**

The Council received, for information, the following: -

- a) Report of the Assistant to the Town Clerk (Appendix 11)

Noted That:

- The attention of Council was drawn to the upcoming Remembrance Sunday Service, with all Members being encouraged to attend this important civic and community event;
  - Members advised of attendance at recent training events attended in connection with standards in local government/related matters; and also emergency planning/related matters. The Meeting was advised these and other subjects of a governance nature were scheduled to be brought before Council over the course of the next 12 months.
- b) Notes of the Goose Fair Operational Meeting held on Monday 30<sup>th</sup> September, 2024 (Appendix 12)  
Noted that: a Goose Fair 'wash up' meeting was scheduled to take place on Monday 4<sup>th</sup> November, 2024, and appreciation expressed to staff for a safe and successful Goose Fair 2024.
- c) Notes of the Town Hall & Markets Consultative Group Meeting held on 24<sup>th</sup> September, 2024 (Appendix 13)  
 \*Councillor Ms M Ewings arrived at the Meeting during consideration of the above item.
- d) Notes of the Whitchurch Down Consultative Group Meeting held on 1<sup>st</sup> October, 2024 (Appendix 14);
- e) West Devon Borough Councillor Report – Councillor Ursula Mann (Appendix 15);
- f) The following updates or feedback were brought forward:
- i. Representatives on outside bodies – the Council's representative reported that:  
Oke Rail – 300,000 people had undertaken journeys on this service, which was considered a major achievement;  
Tavi Rail – the outcome of the forthcoming Government Budget was awaited, where it was hoped this project would still be included in the Government's ongoing rail projects;  
Kingdon House the organisation had recently appointed three new Trustees, to replace those who had recently left.
  - ii. Feedback from Members following attendance at any training sessions: please refer to Minute No. 202(a) above.

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

### **EXCLUSION OF PRESS AND PUBLIC**

#### **203. 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**

#### **204. 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. 181 - 183 of the Meeting of the Budget & Policy Committee (Appendix 4 refers) held on Tuesday 15<sup>th</sup> October, 2024, the Recommendations being reported by rote.

RESOLVED THAT the Recommendations included in the foregoing report of the Committee be approved and adopted.

#### Noted That

##### a) Minute No. 182 – Food Hub – The Molly Owen Centre

An overview of the current situation was provided with regard to the 'at risk' works proposed by the current Licensee, together with the Grant Application received from the tenant organisation.

During the ensuing discussion, particular reference was made to:

- the request for a Licence to occupy the premises for 10 years via an 'in-kind' Grant Application, rent and other costs-free, which was felt to fall outside of the remit of the Grants Panel. This would now be considered by the Budget & Policy Committee at its next Meeting;
- the concerns which had previously been raised with regard to the governance and associated assurances sought i.e. to attain CIO, CIC or Charitable status;
- that Officers could not recommend the granting of a Licence of 10 years, not only due to the restrictions this would place on the Town Council's future plans for the property, which had yet to be agreed, but also the potential that an agreement of such duration could, de facto, become a lease;
- the support the Council could be able to give, at least in the short term;
- concerns about the quality and longevity of the resultant works that the organisation had proposed with a contractor against what the

Council would undertake if it was undertaking the works itself and associated cost base;

- whether or not the organisation had been actively trying to identify a suitable new location from which to provide its service;
- the future of the current distribution facility;
- potential issues around the safety of members of the public accessing the Food Hub via a working yard, and the difficulties of finding suitable parking nearby.

Noted That

Councillors Hutton and Parker left the Meeting during consideration of the above matter (Minute No. 194 above refers).

b) Minute No. 181 – Occupation of Commercial Properties

Following a question raised, it was reported vacant properties were widely advertised. It was acknowledged there was a necessary balance in trader types, also that the BID Co was active in promoting the Town aligned to a strong partnership with the Council to support and promote the high street and town. By way of update it was reported that it was anticipated a new tenant would shortly take possession of one of the two vacant Duke Street units, which was welcomed.

**205. PROPERTY, LEGAL & 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' REPORT**

The Council considered and noted a list (Appendix 16) of all those with debts to the Council dating from earlier than the last Quarter Day and received updates accordingly;

Noted That in respect of Debtor A, Council was advised that matters were proceeding, based on the instructions of Council and legal advice received.

ii. **TOWN HALL BAR STOCK AUDIT REPORT**

The Council received and noted the Bar Stock Audit Report dated 17<sup>th</sup> October, 2024 (Appendix 17).

Noted That: during the discussion:

- concerns were raised with regard to the reduced daily bar takings currently in comparison to previous years;
- assurance was provided that in view of the forthcoming booked events, it was anticipated that this position could be improved;
- it was reported that all commercial income was currently under strain, and that the current round of budget setting would need to reset anticipated income streams.

**CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY**

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

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It was reported that works to the Cattle Market retaining wall had commenced, and it was anticipated that these works would be completed within the next 2-3 weeks, the nature of the position regarding costs arising was outlined.

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

The Meeting closed at 8.10pm.

Signed:  
Dated:  
CHAIRMAN