

AGENDA ITEM 3a

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held on **TUESDAY 7th MARCH, 2023 at 5.30pm** at **THE COUNCIL CHAMBER, TOWN COUNCIL OFFICES, DRAKE ROAD, TAVISTOCK**

PRESENT Councillor P Ward (Mayor)
Councillor A Hutton (Deputy Mayor)

Councillors Ms L Crawford, Ms M Ewings,
Mrs A Johnson, A Lewis, Mrs U Mann, P Peers, B Smith,
H Smith, P Squire, A Venning, P Williamson.

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

Prior to the commencement of the Meeting there were a few moments of Quiet Reflection led by the Reverend Matt Godfrey of St Eustachius Church, Tavistock.

COMMENCEMENT OF MEETING

397. APOLOGIES FOR ABSENCE

An apology for absence had been received from Councillor J Moody.

398. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

399. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of Tavistock Town Council held on Tuesday 7th February, 2023 be confirmed as a correct record and signed by the Chairman (Appendix 1).

400. PUBLIC REPRESENTATIONS AND QUESTIONS

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

ITEMS REQUIRING A DECISION

401. GENERAL FINANCE

The Council considered the following: -

a) Schedule of Payments

The Council received and considered copies of the monthly

accounts as at 31st December, 2022 and 31st January, 2023 (Appendix 2) as listed on the Council's website;

b) Budget Monitoring Report

The Council received and considered a copy of the Budget Monitoring Report (Appendix 3) as at 31st January, 2023.

402. DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE

The Council considered the following: -

- i) Development Management & Licensing Committee – Minutes of the Meeting held on Tuesday 14th February, 2023 (Appendix 4).

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

Noted That an update was provided on the 'Coffee & Conversation' community event which had been held in the Town Hall, it was:

- reported that over 80 people had attended the event, 59 of which were attending an NDP Meeting for the first time;
- confirmed that the significant amount of feedback received from the event would be collated into a report, which would be considered at the next Meeting of the Steering Group which was due to be held on Monday 13th March, 2023 at 6pm in the Council Chamber;
- that those attending had covered a wider age range than seen at previous Steering Group Meetings

The following were commended by the Chairman;

- the Town Hall & Events Manager for his help in the set up and delivery of the event;
- the Administration Office staff for their admin support and printing of documents;
- the Steering Group members for their support at the event

403. TENDERS

a) Insurance

The Council considered the Report of the Town Clerk in connection with the above (Appendix 5).

To progress matters it was:

RESOLVED THAT Tavistock Town Council:-

- i. Authorise the appointment of Councillor H Smith, acting Chairman of the Budget & Policy Committee, to attend at the opening of the insurance tenders; and
- ii. Grant delegated authority to accept the tender representing best value to the Town Clerk, in consultation with the Mayor, Deputy Mayor and acting Chairman of the Budget & Policy Committee.

Noted That A report on the outcome of the tender process would be brought to a future Meeting.

b) Market Road

The General Manager provided an oral update on the current situation with regard to the Market Road tender process, it being reported that:

- the tender deadline had been extended to 14th March, 2023;
- the Mayor and acting Chairman of the Budget & Policy Committee had confirmed their availability to attend the tender opening at 1pm on 14th March, 2023;
- a Special Meeting of Council was proposed to take place on Tuesday 21st March, 2023 at 5.30pm, to review the tenders and put in place the necessary arrangements.

RESOLVED THAT Tavistock Town Council:

a) Authorise the appointment of the Mayor and/or the acting Chairman of the Budget & Policy Committee attending the tender opening for the Market Road works.

b) Endorse the arrangements for a Special Meeting of Council to be held on 21st March, 2023.

ITEMS CIRCULATED FOR INFORMATION ONLY

404. SERVICE REPORTS

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

a) General Manager's Report

Noted That permission had been given to Tavistock Fringe for the use of the Guildhall Car Park on 8th July, 2023, which would be let

on a commercial basis as the Car Park would be closed for the day, during the event.

405. FINANCE AND OTHER MATTERS

The Council received, for information, the following: -

a) Report of the Assistant to the Town Clerk (Appendix 10)

Noted That Council was advised that:

- the Annual Photo of Council would be taken immediately prior to the next Council Meeting on 11th April, 2023. Members were requested to check the timings on the Agenda for that Meeting;
- 'Being a Good Councillor' training had been organised for Tuesday 11th July, 2023 at which all new Councillors (post-election) were expected to attend.

b) Updates

i) From representatives serving on outside bodies:

A Member appointed to the Kingdon House Community Association advised that bookings of the venue were buoyant and the return of the Acoustic Café the previous weekend had been welcomed;

A Member appointed to the Tavistock Rail Group confirmed that the Group's AGM had taken place recently when it was confirmed that the 'Restoring your Railways' bid to Devon County Council was in the process of being drafted. This was in regard to the Tavistock to Plymouth rail link.

ii) From Members who had attended training sessions: none received.

406. TO RECEIVE SUCH COMMUNICATIONS OR REPORTS AS MAY BE SUBMITTED BY THE TOWN MAYOR

The Mayor confirmed that events were being planned to help with the recruitment of new Councillors at the upcoming Elections, as follows:

- A 'Prospective New Councillor' event had been organised, which was due to take place in the Council Chamber on Wednesday 8th March, 2023 at 7pm;
- that the Mayor, together with three other Members, were planning to have a marquee on Bedford Square on Saturday 11th March, 2023 to speak to members of the public about becoming a Councillor;

- that an item had been placed on the Agenda for the Annual Town Meeting on 14th March, 2023, which was hoped to encourage attendees to stand for Election.

Noted That it was agreed that the Neighbourhood Development Plan Steering Group could distribute their updated Aims and Visions document at the Annual Town Meeting.

407. URGENT MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE TOWN MAYOR

It was reported that an update would be provided later in the Meeting with regard to the future operation of the Guildhall.

EXCLUSION OF PRESS AND PUBLIC

408. 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

409. PROPERTY, LEGAL & FINANCE MATTERS

(**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).

- i. Debtors

The Council considered and noted the list (Appendix 11) of all those with debts to the Council dating from earlier than the last Quarter Day, and received relevant updates.

CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY

410. PROPERTY LEGAL & FINANCE MATTERS

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- a) Retaining Wall – it was reported that a crack was developing in the retaining wall bordering Council property and an adjoining highway. This was the responsibility of the tenant, who had commissioned a structural survey, and was now considering the options available for stabilising the wall;
- b) Insurance Claim – it was confirmed that an insurance claim had been received that day with regard to an alleged slip/trip/fall on a Council thoroughfare. Further updates would be brought to future Meetings;
- c) Police Museum – it was reported that it was understood arrangements for the Police Museum to move into Court Gate were nearing completion. It was anticipated that occupation of the property would take place in the next few weeks;
- d) Market Road Retaining Wall – the General Manager provided clarification on the Planning Application recently submitted by the Environment Agency, who wished to undertake upgrading works to its Gauging Station on Market Road;
- e) Guildhall Gateway Centre – the Council was advised of recent developments in connection with the operation of the Guildhall Gateway Centre/VIC by Tavistock Heritage Trust, reported Charity Commission requirements, and related communications with Council representatives serving on the Advisory Forum.

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

The Meeting closed at 6.07pm.

Signed:

Dated:

CHAIRMAN