

## **AGENDA ITEM No. 7**

### **MINUTES**

of the Meeting of the **BUDGET & POLICY COMMITTEE** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 13<sup>th</sup> MARCH, 2018 at 6.32 pm**

### **PRESENT**

Councillor P Sanders (Chairman)  
Councillor P Ward (Vice Chairman)

Councillors Mrs M Ewings, Mrs A Johnson, P Palfrey, H Smith, P Williamson.

Councillors Ms L Crawford, A Hutton and P Squire (Ward Members)

### **IN ATTENDANCE**

Town Clerk, General Manager, Assistant to the Town Clerk

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### **317. APOLOGIES FOR ABSENCE**

There were no apologies for absence as all Members were present.

### **318. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Budget & Policy Committee held on Tuesday 30<sup>th</sup> January, 2018 (Appendix 1) be confirmed as a correct record and signed by the Chairman.

### **319. DECLARATIONS OF INTEREST**

There were no declarations of interest made.

## **ITEMS FOR RECOMMENDATION TO COUNCIL**

### **320. GUILDHALL GATEWAY CENTRE PROJECT**

#### **a) LEASE ARRANGEMENTS WITH TAVISTOCK HERITAGE TRUST (THT)**

The Clerk confirmed that agreement had been reached, in principle, for the draft Lease which had been passed to Heritage Lottery Fund (HLF). Elements such as the funding mechanism had been reserved to a separate service level or funding agreement which was being developed with the Trust (see below). In the discussion arising the importance of prompt

progress to facilitate the project and HLF requirements was stressed.

**b) FUNDING AGREEMENT WITH TAVISTOCK HERITAGE TRUST**

The Committee considered the current position (a preliminary exchange had taken place with THT) and noted points of discussion had been identified. The challenges both to THT (most especially as a new organisation in the process of forming) and Council, financial and otherwise were recognised.

More specifically the Committee further took the opportunity both to review the position regarding the Guildhall Project and to reiterate the support of the Council - both for the Project and the partnership between both organisations. Particular emphasis was placed upon:

- 1 Endeavouring to secure agreement on the funding agreement in March (given the financial year end for the public sector and potential implications for HLF funding);
- 2 Recognising the respective challenges facing the Trust as a new charity, facing the Council in austere times and the associated need to provide clarity as to the maximum ratepayer contribution in any one financial year

Regarding the latter, the arrangement between THT and TTC needed to be structured in such a way that:-

- i) THT was afforded the best opportunity to deliver the Gateway Centre for a minimum period of 3 years and develop/demonstrate its income generating potential - the Council underwriting project costs;
- ii) For thereafter an annual threshold be set reflecting the maximum the Council would underwrite THT for the operation of the Gateway Centre (ie ratepayer subsidy to the Trust as delivery partner) in any one year. The amount to equate to that identified at the time of the Bid ie £61,200 pa gross (adjusted to £35,000 net after discounting the loan repayment).
- iii) At three years and thereafter the current arrangement with THT continue subject to the additional cost to the ratepayer not exceeding the set threshold (£35,000). If the cost to the Council did exceed that threshold the agreement would need to have the facility for the Council, should it so choose, to deliver the service itself (so as to be able to directly manage and control costs).

Such was intended to provide flexibility and support to the Trust in its early years, clarity for both partners on financial targets, assurance to the ratepayer on cost to the public purse and lasting certainty for the Gateway Centre Project and its outputs.

RECOMMENDED THAT

- 1.1 the approach as included in para's 1-2 and (i) – (iii) above be endorsed as a basis for negotiations;
- 1.2 regarding representation in negotiations - the Clerk and two Lead Members (the Deputy Mayor and Heritage Lead of the Council) be appointed (consistent with arrangements previously regarding the lease);
- 1.3 The Clerk be authorised to make arrangements to identify the level of service that the Council could provide to a fixed budget in the event that it were to need to, and which could be acceptable to HLF;
- 1.4 The final decision on the Funding Agreement being reserved to Council in view of the Financial implications for now and the future.

**321. COUNCIL INSURANCE – TENDER ARRANGEMENTS**

The Committee considered the report of the Town Clerk (Appendix 2), with regard the re-tendering for insurance services for Tavistock Town Council. The accompanying schedule of cover was noted.

In accordance with normal practice for the tendering of larger contracts it was:

RECOMMENDED THAT Tavistock Town Council;

- a) nominate a Councillor P Sanders and/or Councillor P Ward to attend the opening of the Tenders on Tuesday 20<sup>th</sup> March, 2018 at 5.15pm;
- b) consider the submissions and, as appropriate, award the Tender at its March Meeting.

**322. GENERAL DATA PROTECTION REGULATION (GDPR)**

The Committee considered the briefing note provided by the Town Clerk (Appendix 3) on the forthcoming GDPR changes.

Sector guidance was being provided and that the Council's Internal Auditor anticipated providing Data Protection Officer services for Town/Parish Councils.

The Clerk outlined the charges for our Internal Auditor to undertake this role, which would be confirmed once the company had finalised their offering.

RECOMMENDED THAT Tavistock Town Council

- a) Authorise the Clerk to undertake such measures as necessary to secure organisational compliance with the upcoming requirements;
- b) Authorise, if/as appropriate when the offer is made available, the appointment of its Internal Auditor to serve as Data Protection Officer to the Council.

### **323. THI PUBLIC REALM (PANNIER MARKET SURROUND) – TENDER ARRANGEMENTS**

The Committee considered the report and illustrations (consistent with the consultation outcomes included in the Public Realm Strategy) provided by the General Manager (Appendix 4) in respect of the proposed Public Realm works to the Pannier Market Surround.

The General Manager confirmed that the Pannier Market roof works were currently on schedule, with the scaffolding anticipated to be taken down on 27<sup>th</sup> April 2018. Also that the planned opening date of the Butchers' Hall was week commencing 11<sup>th</sup> July, 2018.

It was proposed the Council seek a contractor to start the Pannier Market Surround Public Realm works in the first week of May 2018 and, subject to consensus, tenders would be issued later in the week.

Consultation with the tenants of the perimeter shops would be undertaken over the next 10 days, in order to seek their views to inform the final arrangements regarding street furniture and the like.

RECOMMENDED THAT the Council authorise;

- a) the issuing of tenders for the THI Public Realm Scheme around the Pannier Market perimeter, based on the illustrations provided;
- b) Officers conduct consultation with businesses operating in and around the Pannier Market perimeter, and report back the views received at Council on 27<sup>th</sup> March, 2018
- c) the Clerk, accompanied by the Mayor and/or the Deputy Mayor be authorised to open and accept tenders (provided that the scheme cost is consistent with the budget set within the THI programme);
- d) that a tender report be brought back to the next Meeting of Council, for information

### **324. STAFFING ARRANGEMENTS**

The Committee considered the report of General Manager (Appendix 5) in respect of a staffing review of the Works Department and out services.

RECOMMENDED THAT the review of the above Department be deferred until October 2018, based on the rationale as set out in the Report.

### **325. NEIGHBOURHOOD DEVELOPMENT PLAN**

The Committee considered how best to proceed in connection with the above. In particular, that whilst aspiring to produce a Neighbourhood Development Plan it was premature to proceed at the present time as the Joint Local Plan and Conservation Area Management Plan were still in examination/being reviewed respectively.

RECOMMENDED THAT progress with a Neighbourhood Development Plan for Tavistock be placed in abeyance pending the finalisation of the Local Plan and review of the Conservation Area Management Plan Review.

### **326. GRANT FUNDING PROPOSAL**

The Committee considered the report of Councillor Philip Palfrey (Appendix 6) which sought to promote a revised assessment to be applied to grant applications submitted to the Town Council.

IRECOMMENDED THAT a Working Party be appointed to review the current process, and consider the proposal put forward and report back in due course prior to the next Budget Round, same to comprise Councillors Philip Palfrey, P Williamson and the Assistant to the Town Clerk.

## **URGENT BUSINESS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

### **327. BUTCHERS HALL**

The Chairman agreed that the following item of business be considered - a report was brought forward from the Market Development Officer (Appendix 7) incorporating proposed introductory tariffs for 2018-2019 for the Butchers' Hall.

RECOMMENDED THAT the Council endorse the draft schedule of fees and charges as provided within the report, based on the indicative operating hours and payment programme/conditions, to allow the launch of the venue in July 2018.

## **ITEMS CIRCULATED FOR INFORMATION ONLY**

### **328. CAPITAL UPDATE**

The General Manager confirmed that;

- a) Molly Owen Centre – this was now fully functioning as the Works Depot. Accordingly the lease/licence for the units at Crelake Industrial Estate had been terminated at the end of February 2018. It was also confirmed that the creation of vehicular access at the Molly Owen Centre would be completed by June 2018
- b) Pannier Market works were on schedule at present, despite the recent poor weather. The General Manager also reported that;
  - the upper roof works were complete, with scaffolding due to come down on 14<sup>th</sup> March, 2018;
  - the glazing works were complete;
  - re-pointing works were 70% complete, these works would be facilitated once the scaffolding had been taken down;
  - the installation of the new glass doors had started;
  - DOFF cleaning of the interior of the Market had started, with the box cutters due to be cleaned once the scaffolding had come down;
  - scaffolding was due to come down by 27<sup>th</sup> April, 2018;
  - internal works including lighting, heating, new office space, improvements to the Café and the refurbishment of the public toilets were due to be undertaken shortly;
  - it was planned that traders would move back into the Pannier Market week commencing 14<sup>th</sup> May, 2018, and would have 4 days to set up ready to start trading on Friday 18<sup>th</sup> May;
  - the Public Realm Works in the perimeter were due to be completed June/July ready for the launch of the Butchers' Hall

The General Manager reported that feedback from the perimeter shops traders was mixed in that most reported little or no impact from the period of roofing works, however it appeared to be the cafes which had been most affected.

The Committee noted and endorsed the issue of tenders for electrical and other works subject to budget

- c) Butchers' Hall was due to have a unisex toilet installed, subject to available budget, in June 2018. A scheme was currently being drawn up and there were also plans, subject to funding, to install a Public Address/sound system, similar to the one currently in the Pannier Market.

d) Service Charges –The Council had previously determined, in relation to the service charge obligation and re-pointing works on Duke Street, to consider as a gesture of goodwill to its Tenants and in recognition of the current trading environment limiting the application of the service charge obligation arising under the lease. This was subject to Council ratification and dependent on the works being completed without undue delay or interruption. The limitation being to those eligible works relating solely to rainwater goods and windows and related matters. This would have the effect of reducing the obligation on tenants to in the order of £13,000, from an overall contract price of iro £160,000.

The consensus was that this represented a generous gesture to affected commercial tenants of the Council.

RECOMMENDED THAT the service charge arrangements, as previously agreed in principle by Council be ratified.

**329. 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.

**330. LEGAL MATTERS (CONFIDENTIAL by virtue of relating to information of a commercially sensitive nature and/or legal proceedings)**

**a) Meadowlands**

The Town Clerk updated Members on the current position with regard this matter which was potentially progressing to mediation. The solicitors to the Council would be in attendance at the next full Meeting of Council in connection with same.

**b) Tennis Club Lease**

The Town Clerk confirmed that Heads of Terms had been agreed, and the draft Leases based thereon were with the parties.

It was to be hoped this matter would be resolved shortly.

**a) Corn Market**

The Clerk provided an update on recent developments. The solicitors to the Council would be in attendance at the next full Meeting of Council in connection with same.

**d) Landlord/Tenant and related matters**

The Committee was advised of a potential claim for loss of quiet enjoyment which was being progressed by officers of the Council. Any/all claims would be dealt with on their merits and strictly with due regard to professional advice.

The Meeting closed at 8.35pm.

Signed.....

Dated.....

CHAIRMAN