

**MINUTES** of the Meeting of the **TAVISTOCK TOWN COUNCIL** held on **TUESDAY 26<sup>th</sup> JANUARY 2021 at 5.00pm** conducted remotely via Zoom and YouTube

**PRESENT** Councillor Mrs A Johnson (Mayor)  
Councillor A Hutton (Deputy Mayor)

Councillors Ms L Crawford, J Ellis, Mrs M Ewings, T Fey, A Lewis, Mrs U Mann\*, J Moody\*, G Parker, Mrs G Parker, B Smith, H Smith, P Squire, A Venning, P Ward, P Williamson

\*arrived late at the Meeting

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

**220. APOLOGIES FOR ABSENCE**

No apologies for absence had been received.

**221. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at this point in the Meeting.

**222. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of Tavistock Town Council held on Tuesday 15<sup>th</sup> December, 2020 be confirmed as a correct record and signed by the Chairman (Appendix 1).

**223. PUBLIC REPRESENTATION AND QUESTIONS**

No Public representations or questions had been received.

**ITEMS REQUIRING A DECISION**

**224. COUNCIL BUDGET & PRECEPT 2021-2022**

Further to the consideration of the Budget and Policy Committee and previous decisions of the Council, the Council considered the proposed Tavistock Town Council Budget 2021–2022 and associated

Tavistock Town Council Precept 2021–2022. Arising therefrom it was:-

RESOLVED THAT: -

a)

- i. the Tavistock Town Council Budget 2021–2022 (Appendix 2 refers); and
- ii. the Tavistock Town Council Precept 2021–2022 in the sum of £ 800,316 or £181.24 per band D equivalent property; and

b) the Rolling Capital Programme (Appendix 3 refers)

be received and adopted.

Noted That – the Budget Summary showed an Earmarked Reserve for Elections which would be adjusted (reduced) by £6,401 to reflect prior election costs.

## **225. 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> January, 2021, the recommendations being reported by rote.

RESOLVED THAT

- a) the recommendations included in the foregoing report of the Committee (Minute No's 199–201, & 202(ii)-208 refer) be approved and adopted;
- b) consideration of Minute No's 209 - 210 be deferred to a later point in the Meeting in view of the confidential nature of the business to be transacted.

## **226. GENERAL FINANCE**

a) Schedule of Payments

The Council received and considered a copy of the monthly accounts as at 31<sup>st</sup> December, 2020 as listed on the Council website;

b) Budget Monitoring Report

The Council received and considered a copy of the Budget Monitoring Report (Appendix 5) as at 31<sup>st</sup> December, 2020.

**227. DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE**

The Council considered the following: -

- a) Development Management & Licensing Committee - Minutes of the Meeting held on 16<sup>th</sup> December, 2020 (Minute No's 181 - 189 inclusive) (Appendix 6);
- b) Development Management & Licensing Committee - Minutes of the Meeting held on 5<sup>th</sup> January, 2021 (Minute No's 190 - 198 inclusive) (Appendix 7);
- c) Development Management & Licensing Committee - Minutes of the Meeting held on 25<sup>th</sup> January, 2021 (Minute No's 211 - 219 inclusive) (Appendix 8).

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

Noted That Councillor J Moody joined the Meeting during consideration of item (c) above.

**ITEMS CIRCULATED FOR INFORMATION ONLY**

The following items had been circulated for information only: -

**228. SERVICE REPORTS**

The Council received and noted the reports of the General Manager, Town Hall/Butchers' Hall & Works Dep't, and the Pannier Market (Appendices 9 - 11 refer).

Noted That -

- In connection with Council funding there would be opportunity following financial year end to review the position with particular regard to treatment of areas of under/over spend. It was noted that some works scheduled for the current financial year might need to carry forward;
- Officers were commended for the collaborative working relationship with traders in the Pannier Market and Butchers' Hall;
- Councillor Mrs U Mann joined the Meeting during the consideration of the General Manager's Report.

## **229. FINANCE AND OTHER MATTERS**

The Council received, for information, the following: -

- a) Report of the Assistant to the Town Clerk (Appendix 12);
- b) Town Hall & Markets Consultative Group Meeting  
The Notes of the Meeting of the Town Hall & Markets Consultative Group held on 20<sup>th</sup> January, 2021 (Appendix 13);
- c) West Devon Borough Councillor Report (Councillor A Bridgewater) – (Appendix 14)
- d) County Councillor Report (Councillor Mrs D Sellis)  
No report received.
- e) Project Update:  
Tavistock Townscape Heritage Initiative Scheme (THI) and Guildhall Gateway Centre – it was planned to complete the THI Scheme by the financial year end, subject to suitable weather conditions and the completion of complementary initiatives;
- f) Updates
  - i. From Representatives on outside bodies
    - Tavistock BID Company –
      - Reference was made to the distribution of local business support grants and details of traders experiencing difficulties accessing the scheme could be passed to the BID Manager. The matter was being progressed by the BID Chairman and Leader of West Devon Borough Council. It was also requested that the Lead Member for 'Customer First' at West Devon Borough Council also be apprised of the situation;
      - It was further noted the Tavistock BID Co Ltd was preparing for the upcoming re-ballot for a potential third term due to take place in July 2021. Council was advised that the BID was appreciative of the close working relationship it had with the Council, and it was hoped that the unlocking of Tavistock after the 3<sup>rd</sup> lockdown would be smooth.
    - Oke Rail Forum – it was reported that the Agenda for the next Meeting had been issued and the Council's representative undertook to provide feedback at a future Council Meeting

- ii. On Attendance at Training Sessions – Attendance at Devon Carbon Plan webinars outlining the ambition for Devon County Council to be carbon-neutral by 2050 was reported. The availability of webinars for viewing, together with a related survey (which would be circulated to colleagues by the attending Member), was noted.

## **EXCLUSION OF PRESS AND PUBLIC**

### **230. 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.

The Meeting then temporarily adjourned at 6.04pm.

The Meeting reconvened at 6.15pm attendance by Councillors and authorised Officers at the Confidential reconvened part of the Meeting was accessed via Zoom.

### **PRESENT**

Councillor Mrs A Johnson (Mayor)  
Councillor A Hutton (Deputy Mayor)

Councillors Ms L Crawford, J Ellis, Mrs M Ewings, A Fey, Mrs U Mann, J Moody, Mrs G Parker, G Parker, B Smith, H Smith, P Squire, A Venning, P Ward, P Williamson.

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

**DECLARATION** On entering the Confidential section - each Councillor present was asked to declare to the Mayor that there were no other persons present, nor would be present, who were not entitled to be (hearing or seeing), and/or recording the Meeting. All Members made a positive Declaration.

## **CONFIDENTIAL ITEMS REQUIRING A DECISION**

### **231. 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 209 - 210 inclusive of the Meeting (Appendix 4 refers) of the Budget & Policy Committee held on Tuesday 12<sup>th</sup> January, 2021 the recommendations being reported by rote.

RESOLVED THAT the recommendations included in the foregoing report of the Committee (Minute No's 209 - 210 refer) be approved and adopted.

Noted That reference was made, in particular, to circumstances accompanying the situation of the tenant in connection with Minute No 209.

### **232. PROPERTY, LEGAL, STAFFING AND 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 a list of all those with debts to the Council dating from earlier than the last quarter day, and received updates accordingly.

Noted That the report also included an update outlining the position of those commercial tenants who had taken advantage of the Council's COVID Deferred Rent Scheme. (Appendix 15).

## **CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY**

### **233. PROPERTY, LEGAL AND 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)

a) Legal updates – no updates were brought forward.

Noted That at the close of the Meeting there was a general discussion in connection with Coronavirus, partnership working, public health and related matters.

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

The Meeting closed at 7.25pm

Signed:

Dated:  
CHAIRMAN