

**AGENDA ITEM No. 3(a)**

**MINUTES**

of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 12<sup>th</sup> SEPTEMBER, 2017** at **6.53pm**

**PRESENT**

Councillor P Sanders (Mayor)  
Councillor P Ward (Deputy Mayor)

Councillors Mrs M Ewings, A Hutton,  
Mrs A Johnson, A Lewis, J Moody, P Palfrey,  
Mrs L Roberts, E Sanders, J Sheldon, H Smith,  
P Squire, Mrs J Whitcomb and P Williamson.

**IN ATTENDANCE**

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

Note – Prior to the Meeting there was an opportunity for quiet reflection led by Anne de Looy a Reader at the Church of St Andrews and St James, Whitchurch, Tavistock. Updates were also received from West Devon Borough Councillor N Jory and County Councillor Mrs D Sellis together with a short presentation from Mr D Kemp (Accountant to the Council).

**123. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors T Gibbins and A Venning.

**124. DECLARATIONS OF INTEREST**

Councillor P Sanders declared a personal non-prejudicial interest in all matters on the Agenda pertaining to West Devon Borough Council (of which he was the Leader) - Minute No's 127b-c refer.

Councillor Mrs A Johnson declared a personal non-prejudicial interest in the Pannier Market Report (Minute 131 below), by virtue of a close family member being referred to within it.

**125. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Tavistock Town Council held on Wednesday 25<sup>th</sup> July, 2017 be confirmed as a correct record and signed by the Chairman (Appendix 1).

**126. 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**

**127. PROPERTY & FINANCE MATTERS**

**(CONFIDENTIAL** by virtue of relating to legal and/or commercial matters and/or the financial business affairs of a person or persons other than the Council).

Council considered the legal briefing note provided by the Council's Solicitor, with regard to various confidential matters (Appendix 2 refers)

**a) The Cornmarket**

The Solicitor provided an update on the situation to date.

RESOLVED THAT the approach as detailed in Confidential Minute No 127A(a) be endorsed.

**b) Meadowlands**

The Solicitor provided an update on the situation to date

RESOLVED THAT the approach as detailed in Confidential Minute No 127A(b) be endorsed.

**c) Agreement with Tavistock Heritage Trust (THT)**

The Council's Solicitor outlined the nature of the emerging agreement between the two parties for the use of the premises which was, in legal terms, a Lease rather than a Licence. It was suggested this should appropriately be recognised in the normal way through a lease contracted out of the provisions of the 1954 Act.

Arising therefrom it was:

RESOLVED THAT in order to protect the position of the Council and its successors in title Tavistock Heritage Trust be offered a lease of the relevant parts of the Guildhall Complex for a period of 25 years on a 'Contracted Out' basis initially on a peppercorn rent but with the facility for increases in rent to be subsequently introduced.

Noted that –

- i) reference was made to the inclusion of break clauses within the Lease – the Clerk undertook to ascertain the views of Heritage Lottery Fund (HLF) in respect of same (Note subsequent to the Meeting it was confirmed by HLF these were acceptable)
- ii) A draft agreement would be prepared and passed to the Trust for comment.

**d) Other outstanding legal matters**

- It was reported that a report on Tavistock Tennis Club would be brought forward in due course;
- Reference was made to representations received from a tenant in connection with the current re-pointing works which would be processed as necessary.

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

**ITEMS REQUIRING A DECISION**

**128. GENERAL FINANCE**

The Council considered the following:

**a. Schedule of Payments**

The Council received and considered, copies of the monthly accounts as at 30<sup>th</sup> June and 31<sup>st</sup> July, 2017 (Appendix 3)

Noted that - reference was made, in particular, to the cost of providing Councillor Yearbooks for 2017-2018. A request was made that before Yearbooks were commissioned for the 2018-2019 Civic Year Councillors be canvassed to ascertain the level of interest in same.

**b. Budget Monitoring Report**

The Council received and considered, a copy of the Budget Monitoring report as at 31<sup>st</sup> July, 2017 (Appendix 4)

**c. Internal Audit Report 2017**

The Council received and considered the Report of the Internal Auditor (Appendix 5).

**129. BUDGET AND POLICY COMMITTEE**

The Minutes of the Meeting of the Budget and Policy Committee held on 29<sup>th</sup> August, 2017 (Minute No's 111-118 (Appendix 6)).

RESOLVED THAT subject to:-

- a. The deferral of Minute No's 119 - 122, in view of the confidential nature of the business to be transacted; and
- b. The amendment of the recommendation in respect of Minute No 119 to read

'Subject to Heritage Lottery Fund authorisation Tavistock Town Council approve and accept the lowest tender for works to the Pannier Market as submitted by A D Williams in the sum of £551,589.49 and approve and endorse the inclusion of the additional cost of the replacement of Pannier Market doors as outlined in the report as part of the contract for re-roofing the premises in a sum not exceeding £108,000 including Value Added Tax.

the recommendations included in the foregoing report of the Committee be approved, and the Minutes be received.

Noted that

- i) The wording to the recommendation in Minute No 119 was dealt with in public session as it related to the public record and did not involve the disclosure of any confidential information disclosed in the supporting report;
- ii) Councillors Mrs M Ewings and A Lewis left the Meeting;
- iii) Arising from Minute No 119 the Clerk further drew the attention of the Council to recent correspondence with the External Auditor in relation to the Butchers' Hall re-roofing project and the Auditors opinion that the technical award of the contract, to the lowest tenderer, should have been brought before Council notwithstanding Councillor representation on the Tender Panel. Pursuant to same it was:

RESOLVED to record: It was the consensus view that the Council endorses and ratifies the prior award of the Butchers' Hall re-roofing and associated works contract to the lowest tenderer – AD Williams in the sum of £277,488.51 + VAT'.

### **130. PLANS COMMITTEE**

The Council considered the following

**a) Plans Committee – 8<sup>th</sup> August, 2017** (Appendix 7)

The Minutes of The Meeting of the Plans Committee held on 8<sup>th</sup> August, 2017 (Minute No's 84-92 inclusive)

**b) Plans Committee – 29<sup>th</sup> August, 2017** (Appendix 8)

The Minutes of The Meeting of the Plans Committee held on 29<sup>th</sup> August, 2017 (Minute No's 102-110 inclusive)

## **ITEMS CIRCULATED FOR INFORMATION ONLY**

### **131. SERVICE REPORTS**

The Council received and noted the reports of the General Manager, Works Department, Town Hall and Pannier Market (Appendices 9-12).

Noted that following a request the General Manager confirmed the gravel path within Bannawell Park would be reinstated once all works had been completed (Appendix 9 refers).

### **132. FINANCE AND OTHER MATTERS**

The Council received and noted the following:

- a. Report of the Assistant to the Town Clerk (Appendix 13)
- b. Tavistock BID Company – Minutes of the Meeting on 19<sup>th</sup> July, 2017 (Appendix 14).
- c. Destination Okehampton – Minutes of the Meeting held on 10<sup>th</sup> May, 2017 (Appendix 15).

Noted That the Council's representative on the above Group provided an update on the recent train journey from Okehampton Station to Exeter St David's Station and confirmed that the Group was trying to organise regular weekday services between the two stations.

- d. Town Hall & Pannier Market Consultative Group – Notes of the Meeting held on the 5<sup>th</sup> September, 2017 (Appendix 16)
- e. The following updates from Council representatives serving on other outside bodies in connection of the work of those bodies or the Council, were received:-

i) Dartmoor National Park Authority

The consultation on parking charges was ongoing and it was hoped that there would be no DEFRA budget cuts

ii) Kingdon House

An update was received on a recent meeting held and activities including grant applications and publicity currently being undertaken to secure the ongoing provision of the facility

iii) West Devon Safe Haven Committee

Whilst there was no appointed Town Council representative on this Committee a Member who attended provided an update on its activities

iv) Chamber of Commerce

The Council's representative confirmed attendance at the most recent Meeting.

v) Ford Street and Maynard Almshouse Charity

The Council's representative advised that prior to a recent tower block fire in London the Charity had undertaken a fire safety check on its properties when no problems had been identified.

vi) Santa's Grotto

A Member advised the Lions and Rotary Clubs proposed a Santa's Grotto in Butchers' Hall for Christmas 2018. These charities would be looking for funding from the Town Council, together with the Chamber of Commerce and Tavistock BID, and would also be looking for help with an area for building and storing the unit once built. It was noted the grant application process for the next financial year was shortly to commence.

**133. COMMUNICATIONS OR REPORTS OF THE TOWN MAYOR**

The Mayor reminded Members of the forthcoming Civic Service due to be held on Sunday 24<sup>th</sup> September 2017, and encouraged as many as possible to attend.

The Mayor also reminded Members of the upcoming Remembrance Sunday Service (Sunday 12<sup>th</sup> November 2017), where again all Members were encouraged to attend this important commemorative event.

**134. 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**

**135. PROPERTY 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. BUDGET & POLICY COMMITTEE (CONT'D)

The Minutes of the Meeting of the Budget & Policy Committee held on 29<sup>th</sup> August, 2017 (Minute No's 120 - 122 inclusive):

RESOLVED THAT subject to any amendments listed above, the recommendations included in the foregoing reports of the Committee be approved, and the report be received.

ii. 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, where appropriate, in respect of same (Appendix 17).

Noted That arising from consideration of the above it was:-

RESOLVED THAT in accordance with a previous decision of Council that the Town Hall debt in the sum of £ 275.00 be brought back to Council on a six-monthly basis

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

**136. COUNCIL SEAL**

RESOLVED THAT the Council Seal be affixed to the various deeds and documents to be made or entered into for the carrying into effect of those decisions or matters approved by the Council this day.

The Meeting closed at 8.43pm.

Chairman .....  .....

Date..... 17/10/17 .....

