

**AGENDA ITEM No 3(a)**

**MINUTES** of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 15<sup>th</sup> NOVEMBER, 2016** at **6.58pm**

**PRESENT** Councillor Mrs M Ewings (Mayor)  
Councillor P Sanders (Deputy Mayor)

Councillors T Gibbins, Mrs A Johnson, A Lewis, J Moody, P Palfrey, Mrs L Roberts, C Rogers, E Sanders, J Sheldon, H Smith, P Squire, A Venning, Mrs J Whitcomb, P Williamson.

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

Note – Prior to the commencement of the Meeting there was:

- A briefing on legal and associated matters;
- an opportunity for quiet reflection led by the Mayor, together with reports on matters from West Devon Borough Council Hub Committee Member - Councillor J Moody, and Devon County Councillor Mrs D Sellis.

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**150. APOLOGIES FOR ABSENCE**

An apology for absence had been received from Councillor P Ward

**151. DECLARATIONS OF INTEREST**

The following Declarations of Interest were made;

- a) Councillor Mrs A Johnson declared a personal non-prejudicial interest in Minute No 154(f) by virtue of a close family member holding a position of responsibility in an associated organisation;
- b) Councillor P Williamson declared an interest in Minute No 154(f) by virtue of being the landowner of one of the Goose Fair Park & Ride sites.
- c) Councillor P Sanders declared a personal non-prejudicial interest in matters relating to West Devon Borough Council by virtue of his membership of that authority.

**152. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Tavistock Town Council

held on Tuesday 4<sup>th</sup> October, 2016 (Appendix 1) be confirmed as a correct record and signed by the Chairman.

### **EXCLUSION OF THE PRESS & PUBLIC**

#### **153. 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\*.

#### **153(a) LONG LEASES**

(CONFIDENTIAL by virtue of relating to commercially sensitive information)

##### **a) Request for Licence to Underlet and Associated Matters**

RESOLVED THAT

- a) the Council agree in principle to the idea of subletting and works applied for, subject to licence;
- b) the Council grant a temporary licence to Fusion Leisure to permit them to operate from the premises on a temporary basis until 25<sup>th</sup> January, 2016, subject to licence

##### **b) Long Leases as between the Town & Borough Councils**

The Council received an oral update in connection with the above

##### **c) Long Lease with a Commercial Tenant**

The Council considered how best to proceed in connection with the above matter, arising from which it was:-

RESOLVED THAT the Council proceed along the lines as approved in confidential Minute Number 153(b).

\*Noted That – a legal briefing on the issues arising and related matters had been held immediately prior to the Meeting.

Following consideration of the above matters the Press and Public were re-admitted to the Meeting.

### **ITEMS REQUIRING A DECISION**

#### **154. GENERAL FINANCE**

##### **a) Schedule of Payments**

The Council received and considered copies of the monthly accounts (Appendix 2), as at 30<sup>th</sup> September, 2016.

**b) Budget Monitoring Report**

The Council received and considered a copy of the Budget Monitoring Report (Appendix 3) as at 30<sup>th</sup> September, 2016.

**c) Audit**

i) The Council received and considered a copy of the Report of the Internal Auditor (Appendix 4), the contents of which were noted and endorsed.

ii) The Council received and considered a copy of the Report of the External Auditor (Appendix 5), the contents of which were noted.

**d) Approved Duties**

i) Highways Conference

Following consideration of prospective Councillor attendance at Devon County Council's Highways Conference, it was;

RESOLVED THAT attendance at this event be classified as an approved duty for the purposes of travelling allowance subject to Councillors sharing transport to minimise travel costs

ii) Travel & Subsistence Policy

The Councillor Travel & Subsistence Policy was reviewed in connection with attendance at training events arising from which it was:

RESOLVED THAT the above Policy be amended to allow for travel expenses claims by those Members attending relevant training events.

**e) Tavistock Benchmarking Survey**

Consideration was given to a request received from West Devon Borough Council for a contribution towards the cost of a benchmarking exercise for the Town.

RESOLVED THAT the Town Council refuse the request for a contribution on this occasion. West Devon Borough Council to be advised accordingly

**f) Goose Fair Park & Ride**

The Council considered a Briefing Note (Appendix 6) in connection with the above, arising from which it was:-

RESOLVED THAT Tavistock Town Council make an award of £ 1,000 to each of the Lions Clubs involved in facilitating the Goose Fair Park & Ride sites in 2016.

**155. BUDGET & POLICY SUB-COMMITTEE**

The Council considered the Minutes of the Meeting of the Budget and Policy Sub-Committee held on 2<sup>nd</sup> November, 2016 (Appendix 7). It was;

RESOLVED THAT the Minutes of the Meeting of the Budget and Policy Sub- Committee held on 2<sup>nd</sup> November, 2016 be received and the recommendations contained therein be endorsed.

Noted That a request was received from a member of the Sub-Committee, arising from the Minutes, for a related matter to be considered during the confidential session of this Council Meeting (Minute 162( iv) below refers).

**156. PLANS COMMITTEE**

**a) Plans Committee – 10<sup>th</sup> October, 2016**

The Minutes of the Meeting of the Plans Committee (Appendix 8) held on 10<sup>th</sup> October, 2016 (Minute Nos. 127 - 135 inclusive)

**b) Plans Committee – 1<sup>st</sup> November, 2016**

The Minutes of the Meeting of the Plans Committee (Appendix 9) held on 1<sup>st</sup> November , 2016 (Minute Nos. 136 - 144 inclusive) - subject to the addition of the words 'and social need' to follow 'the last 12 months' in Minute No 141(a).

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

**157. OTHER ITEMS REQUIRING A DECISION**

a) Destination Okehampton

Consideration was given to a request for Tavistock Town Council to support a display to promote the idea of Destination Okehampton, and rail service eventually coming back to Tavistock .

RESOLVED THAT Tavistock Town Council

- a) support the principle of having a related promotional stall in the Pannier Market;
- b) consider and review the possibilities associated with a proposed promotional trip to Exeter when more information became available.

**ITEMS FOR INFORMATION**

**158. SERVICE REPORTS**

The Committee received and noted the reports of the General Manager, Works Department, Town Hall, Pannier Market, Townscape Heritage

Initiative Project Manager and Guildhall Gateway Centre (Appendices 9-14 refer).

Noted That:

- a) General Manager  
In response to questions the General Manager:
  - undertook to respond to a query raised regarding dogs on Whitchurch Down;
  - outlined the basis of grant conditions in connection with the Butchers' Hall, associated allocated budget, consultancy services previously referenced by Council and upcoming recruitment .
  
- b) Pannier Market  
A Member congratulated the Pannier Market staff and traders on the 'Star Wars' themed event recently delivered in the Pannier Market
  
- c) Townscape Heritage Initiative  
The commencement of works on 1 Church Lane and recent outcome of a tendering process for professional services in connection with the Pannier Market were welcomed.
  
- d) Guildhall Gateway Centre  
Attention was drawn, in particular, to proposals to vary disabled access arrangements from the front to the rear of the premises. Consultation in connection with the 'activity/interpretation' strands of the proposal had commenced.

**159. FINANCE & OTHER MATTERS**

The Council received and noted the following:

- a) Whitchurch Down Consultative Group – Notes of the Meeting held on 8<sup>th</sup> November, 2016 (Appendix 15)
  
- b) Destination Okehampton – the Minutes of the most recent Meeting held on 6<sup>th</sup> October, 2016 were not available and would be presented to the next Meeting of Council
  
- c) Man Engine – Extract of Executive Summary of the Project Evaluation Report (Appendix 16)
  
- d) File Note of Informal Meeting to discuss the Pannier Market Surround (Appendix 17)
  
- e) Report of the Assistant to the Town Clerk (Appendix 18)

Noted That in connection with the above, the ATTC undertook to contact DCC Registrars' office to see if re-consideration would be given to the withdrawal of the Wedding Licence for the Council Chamber.

f) Tavistock BID Company Limited – Minutes of the Meeting held on 21<sup>st</sup> September, 2016 (Appendix 19)

g) Chamber of Commerce – Councillor J Moody (as substitute representative on this organisation) gave a verbal update following his attendance at the Chamber Meeting held on the 7<sup>th</sup> November, 2016

Particular reference was made to;

- The need for the Chamber of Commerce and the Tavistock BID Company to work closely together;
- That the Chamber of Commerce would be seeking a new Chairman in January/February 2017;
- Discussions on the impact, both positive and negative, that Goose Fair Day had on local traders/retailers.

#### **160. COMMUNICATIONS FROM THE MAYOR**

The Council received the following report/communication from the Town Mayor.

That the Town Hall had entered a tree in the Christmas Tree Festival in St Eustachius' Church this year. Colleagues were encouraged to attend this event, as well as Dickensian Evening, on Friday 25<sup>th</sup> November, 2016

#### **EXCLUSION OF THE PRESS & PUBLIC**

#### **161. 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.

#### **ITEMS REQUIRING A DECISION**

#### **162. PROPERTY MATTERS**

**(CONFIDENTIAL)** by virtue of relating to commercially sensitive information and/or the financial or business affairs of a person or persons other than the Council).

**i) LEASES & LICENCES**

**a) Request to Surrender Lease**

A request (Appendix 20) had been received for surrender of a Lease giving 3 months' notice, with no new tenant having been identified to take over the tenancy.

Following consideration of the matter it was:

RESOLVED THAT the request be declined at this time, but with the tenant, and the Town Council (with the existing tenant's permission), seeking to identify a replacement tenant.

Noted That should a suitable new tenant be found, then the request to be reconsidered

**b) Service Charges and Rights of 'Quiet Enjoyment'**

The Council received an oral update regarding the forthcoming works to be undertaken in Duke Street and the Pannier Market/Surround together with the potential impact these works could have more generally in the vicinity.

Noted That a report would be brought forward including more information in connection with the above.

**c) Request for Grant of Licence**

A request had been received from the partnership supporting the Tavistock Sensory Garden for Tavistock Town Council to issue a licence for that area of land where the Sensory Garden was to be sited.

Following a discussion around the term of the licence to be offered it was agreed that more information be sought by way of clarification on the term proposed.

**d) Tavistock Tennis Club**

It was noted that a Meeting had recently been held with the Club and an oral update was provided.

**ii) DEBTORS**

The Council considered and noted a list of all those with debts to the Council (Appendix 21) dating from earlier than the last Quarter Day and received up-dates, where appropriate, in respect of same.

Noted that

- a) Debtor (A) would be removed from the six-weekly list of debtors, and in future reported on a six-monthly basis only;
- b) With regard to the update a Charging Order was being made for the outstanding debt owed to the Council.

**iii) TOWN HALL STOCK AUDIT**

The Council considered and received the Stock Audit and Analysis Report (Appendix 22) for the period 30<sup>th</sup> June to 28<sup>th</sup> September, 2016.

**iv) BUDGET & POLICY SUB-COMMITTEE (Cont'd)**

Reference was made to the potential suitability of a site (which had come onto the Market) as a possible operating centre for a Council service.

Noted that in response to the foregoing the Town Clerk undertook to make further enquiries in liaison with the Council's Letting Agent.

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

**163. 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 9.10pm.

Chairman .....

Date .....