



10th October 2017

COUNCIL MEETING

You are hereby summoned to attend a Meeting of the
TAVISTOCK TOWN COUNCIL
to be held at the Council Chamber, Drake Road, Tavistock
on **TUESDAY 17th OCTOBER, 2017** at **6.45pm**

Note: Prior to the Commencement of the Meeting there will be an opportunity at:-

6.30pm for Members and the Public:-

QUIET REFLECTION

Those who wish to do so may prepare themselves for the Meeting by a few moments of quiet reflection led by Reverend Robert Weston of Tavistock United Reformed Church.

POLICE REPORT

The local Police to make a report to the Council

COUNTY COUNCILLOR REPORT

The Devon County Councillor to make a report to the Council

BOROUGH COUNCIL REPORT

West Devon Borough Councillor for Tavistock Robert Oxborough has been invited to provide this report

PUBLIC QUESTION TIME

Members of the Public to ask questions of the Council

COMMENCEMENT OF THE MEETING -

THE FOLLOWING BUSINESS IS PROPOSED TO BE TRANSACTED

1 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2 DECLARATIONS OF INTEREST

To receive disclosures of unregistered other interests from Councillors on matters to be considered at the meeting. The disclosure shall include the nature of the interest. If a Member becomes aware,

during the course of a meeting, of an interest that has not been disclosed under this item they must immediately disclose it.

Under the Code of Conduct Councillors with a registerable interest must leave the room for the duration of consideration of the item to which the interest relates. Those with a 'other' interest must apply the tests set out in the Code of Conduct as to whether or not there are circumstances that might enable them to remain.

3 MINUTES OF COUNCIL MEETINGS

- a) To confirm the Minutes of the Meeting of Tavistock Town Council held on Tuesday 12th September, 2017 (enclosed)
- b) Matters arising

ITEMS REQUIRING A DECISION

4 GENERAL FINANCE

- a) **Schedule of Payments** – to consider and endorse the Monthly Accounts as at 31st August, 2017 (schedule of all payments enclosed);
- b) **Budget Monitoring Report** – to consider and endorse the phased Budget Monitoring Report as at 31st August 2017 (enclosed);
- c) **Annual Return 2016-2017–External Audit**
To receive and note the report of the External Auditor to the Council for the 2016-17 Annual Return (relevant extract enclosed) (see also Minute No 152 – Agenda Item No 6 below refers).

Note - Should Members have any detailed questions concerning any payments or other financial matters they should be passed to the Internal Auditor or the General Office well in advance of the Meeting in order that enquiries may be undertaken and an informed response prepared.

5 ELECTORAL & RELATED MATTERS

Casual Vacancy

- a) To note the resignation of Councillor T Gibbins from Tavistock Town Council (North Ward) and to consider arrangements in respect of the consequential casual vacancy (Minute No 153 refers)

Note – pursuant to the above resignation the Council presently no longer satisfies the elected Member requirements of the General Power of Competence.

Plans Committee Membership

- b) To review Membership of the Plans Committee and consider any potential appointments to Tavistock Town Council's Plans Committee

Licensing Matters

- c) To review and confirm whether consultations in respect of Licensing applications should fall within the remit of the Plans Committee.

6 BUDGET & POLICY COMMITTEE

To consider the Minutes of the Meeting of the Budget & Policy Committee held on 3rd October, 2017 (enclosed)

Note -

- i) Members are requested to bring to the Meeting the Agenda and associated documents relating to the foregoing Meeting;
- ii) Should further deliberations be required on any of the matters arising as appertain to matters subject to the 'Exclusion of the Press & Public' addressed at the above Meeting it will be necessary to take same in the corresponding section of this Agenda.

7 PLANS COMMITTEE

To receive and consider the Minutes of the Meeting of the Plans Committee held on:

- a) Plans Committee – 22nd August, 2017 (previously circulated);
- b) Plans Committee – 19th September, 2017 (previously circulated);
- c) Plans Committee – 9th October, 2017 (enclosed)

8 NOTICE OF MOTION

To consider the following Notice of Motion in accordance with the provisions of Standing Order No 9(b), namely:-

'We the undersigned would like Minute Number 115 from Budget and Policy Meeting Tuesday 29th August 2017, endorsed at Full Council on Tuesday 12th September, 2017, to be placed on the Agenda for Full Council on Tuesday 17th October 2017. In accordance with Standing Order 7a and 9b. We feel that Tavistock Town Council should be responding to the One Council for West Devon and South Hams Consultation as a council not as individual members. Other towns and parishes have responded as a full council, giving their views on the impact this move could have on their area. We feel that Tavistock is the largest town in West Devon and should be responding as a collective council.'

Signed by Councillors Mrs M Ewings, P Williamson, P Ward, H Smith, J Moody.

Note – the Town Council has been advised a report regarding consultation responses received will be placed before West Devon Borough Council Overview and Scrutiny Committee at its Meeting on Tuesday 17th October before being reviewed by a Joint Steering Group on 19th October.

ITEMS CIRCULATED FOR INFORMATION ONLY

The following items are circulated for information only:-

9 SERVICE REPORTS

To receive, for information, the following Service Reports:-

- i. General Manager (enclosed);
- ii. Works Department (enclosed);
- iii. Town Hall (enclosed);
- iv. Pannier Market (enclosed)

10 FINANCE & OTHER MATTERS

To receive, for information, the following:-

- a) THI Project Management Board – Minutes of the Meeting held on 12th September, 2017 (enclosed)
- b) Tavistock Heritage Advisory Forum – Draft Minutes of the Meeting held on 21st September, 2017 (enclosed)
- c) Report of the Assistant to the Town Clerk (enclosed);
- d) Tavistock Chamber of Commerce – Minutes of the Meeting held on 7th August, 2017 (enclosed);
- e) Tavistock BID Company Ltd – Minutes of the Meeting held on 20th September, 2017 (enclosed)
- f) Any update from or questions to Council representatives serving on other outside bodies in connection with the work of those bodies.

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

12 URGENT MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE TOWN MAYOR

13 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 to consider that the Press and Public be excluded from the Meeting for the following items of business.

CONFIDENTIAL ITEMS REQUIRING A DECISION

14 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)

To consider any Confidential Minutes of the Meeting of the Budget & Policy Committee held on 3rd October, 2017 (enclosed)

CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION

15 PROPERTY & 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**

Report (enclosed)

ii) **TOWN HALL BAR STOCK AUDIT**

Report (enclosed)

iii) **UPDATES**

To receive any oral updates in connection with outstanding legal matters not previously listed (for information only).

Re-admission of the Press & Public.

16 TO ORDER THAT THE SEAL BE AFFIXED TO THE FOREGOING ACTS AND PROCEEDINGS AND TO ALL DEEDS AND DOCUMENTS NECESSARY TO GIVE EFFECT THERETO

NOTE - Councillors are reminded that if a matter has not been specified on the Agenda no formally binding decision can be made on it.

COUNCIL MEMBERSHIP

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, A Venning, Mrs J Whitcomb, P Williamson

Town Clerk.....

10th October, 2017

**USE OF TELEVISED & SOUND RECORDINGS
AT COUNCIL & COMMITTEE MEETINGS**

The open proceedings of this Meeting will be filmed and audio recorded.

The cameras are focused on the area in the Council Chamber where Councillors and Officers sit. However, they may also capture part images of those who stand or sit in some front parts of the public area.

If members of the public make a representation to the Meeting, they will be deemed to have consented to being filmed and audio recorded.

By entering the body of the Chamber, attendees are also consenting to being filmed and audio recorded.

If members of the public have any queries regarding filming or audio recording of Meetings, please contact the Town Council on 01822 613529 or at office@tavistock.gov.uk

Televised, vision and sound recordings or live broadcastings by members of the press or public at Council or Committee debates are permitted and anyone wishing to do so is asked to inform the Chairman of the respective Committee of their intention to record proceedings.