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21<sup>st</sup> November 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 28<sup>th</sup> NOVEMBER, 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 Pam Stranks of Tavistock Methodist 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 Councillor 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 17<sup>th</sup> October, 2017 (enclosed)
- b) Matters arising

### **ITEMS REQUIRING A DECISION**

### **4. GENERAL FINANCE**

- a) **Schedules of Payments** – to consider and endorse the Monthly Accounts as at 30<sup>th</sup> September, and 31<sup>st</sup> October 2017 (schedules of all payments enclosed);
- b) **Budget Monitoring Report** – to consider and endorse the phased Budget Monitoring Report as at 31<sup>st</sup> October, 2017 (enclosed);
- c) **Internal Auditor Report** – to consider and endorse the Interim Internal Audit Report dated 27<sup>th</sup> October, 2017 (enclosed)
- d) **Goose Fair Park & Ride** – Lions Payments (enclosed)
- e) **Notice of Appointment of External Auditor** - to note the appointment, on behalf of the Department for Communities and Local Government, of PKF Littlejohn LLP as External Auditor to the Council for the period 2017/18 – 2021/22.

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. BUDGET & POLICY COMMITTEE**

To consider the Minutes of the Meeting of the Budget & Policy Committee held on 14<sup>th</sup> November, 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. If there are any detailed questions concerning the emerging Budget or other matters of a detailed financial nature they should be passed to the General Office well in advance of the Meeting in order that enquiries may be undertaken and an informed response prepared.

**6. DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE (DM&L)**

To receive and consider the Minutes of the Meetings of the Development Management & Licensing Committee held on:

- a) Development Management and Licensing Committee – 31<sup>st</sup> October, 2017 (enclosed);
- b) Development Management and Licensing Committee – 21<sup>st</sup> November, 2017 (to follow);

**ITEMS CIRCULATED FOR INFORMATION ONLY**

The following items are circulated for information only:-

**7. TAVISTOCK GUILDHALL PROJECT**

To discuss and review any matters arising from the informal meeting of Councillors held on 27<sup>th</sup> November, 2017.

**8. 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)

**9. FINANCE & OTHER MATTERS**

To receive, for information, the following:-

- a) Report of the Assistant to the Town Clerk (enclosed);
- b) Southern Links – Notes of the Meeting held on the 5<sup>th</sup> October, 2017 (enclosed)
- c) Tavistock BID Company – Minutes of the Annual General Meeting held on 18<sup>th</sup> October, 2017 (enclosed)
- d) Whitchurch Down Consultative Group – Notes of the Meeting held on the 7<sup>th</sup> November, 2017 (enclosed)
- e) Destination Okehampton – Minutes of the Meeting held on 1<sup>st</sup> August, 2017 (enclosed)
- f) Dartmoor National Park Authority Forum – Notes of the Meeting held on 12<sup>th</sup> July, 2017 (enclosed)
- g) Any update from or questions to Council representatives serving on other outside bodies in connection with the work of those bodies.

**10. TO RECEIVE SUCH COMMUNICATIONS OR REPORTS AS MAY BE SUBMITTED BY THE TOWN MAYOR**

**11. URGENT MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE TOWN MAYOR**

**12. 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**

**13. 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 14<sup>th</sup> November, 2017 (enclosed)

**CONFIDENTIAL ITEMS  
CIRCULATED FOR INFORMATION ONLY**

**14. 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) **UPDATES**

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

Re-admission of the Press & Public.

**14. 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 Ms L Crawford, 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.....**

21<sup>st</sup> November, 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](mailto: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.