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19th June 2019

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 25th JUNE, 2019** at **6.45pm**

NOTE - ALL COUNCILLORS ARE REQUESTED TO ATTEND PRIOR TO THE MEETING AT 5.15pm FOR A TRAINING SESSION ON THE GENERAL DATA PROTECTION REGULATION (GDPR)

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

6.40pm 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 Major Pamela Smith of The Salvation Army.

COMMENCEMENT OF THE COUNCIL 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 or 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 MEETING

- a) To confirm the Minutes of the Meeting of Tavistock Town Council held on Tuesday 28th May, 2019 (enclosed)
- b) Matters arising

4. PUBLIC REPRESENTATIONS & QUESTIONS*

To receive any representations or previously submitted questions from Members of the public in attendance
(None Submitted)

ITEMS REQUIRING A DECISION

5. ANNUAL GOVERNANCE STATEMENT

To discharge the obligations of the Authority to approve the Annual Governance Statement and review the effectiveness of the System of Internal Control for Tavistock Town Council for the year ended 31st March, 2019 (Copy enclosed)

Note - the Annual Internal Audit Report (page 3 of the Annual Governance and Accountability Return refers) will be circulated to the Meeting after the conclusion of the Audit on 25th June. Your Internal Auditor will be in attendance.

6. ACCOUNTING STATEMENTS

To consider and approve the Statement of Accounts of the Authority and Annual Return for Tavistock Town Council for the year ended 31st March, 2019 (enclosed). See also page 6 of the Annual Governance and Accountability Return.

Note in relation to the foregoing two items:-

- The Annual Governance Statement is completed at the Meeting;
- Should there be any matters which might require a more detailed response Members are asked to pass them to the Town Clerk in advance of the Meeting.

7. GENERAL FINANCE

- a) **Schedules of Payments** – to consider and endorse the Monthly Accounts as at 30th April, 2019 (schedule of all payments enclosed);
- b) **Budget Monitoring Report** – to consider and endorse the phased Budget Monitoring Report as at 30th April, 2019 (enclosed);
- c) **Internal Audit Report 2018-19** – to consider and endorse the Internal Audit Report 2018-19 (enclosed);

d) **Tenders –**

- i. to authorise the opening of Tenders in connection with the Guildhall Gateway Centre Project by the Responsible Financial Officer in consultation with the Mayor and associated due diligence;
- ii. to note that, subject to timings, it might be necessary to convene a Special Meeting of Council to agree and accept a successful bid and/or arrange next steps.

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.

8. BUDGET & POLICY COMMITTEE

To consider the Minutes of the Meeting of the Budget & Policy Committee (enclosed) held on Tuesday 4th June, 2019; including consideration of the organisational Risk Register and Council Service Plans.

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.
- iii) Should Members have any detailed questions 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.

9. DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE (DM&L)

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

- a) Development Management and Licensing Committee – 11th June, 2019 (enclosed)

10. OTHER ITEMS

- a) Appointments to Other/Outside Bodies: To consider appointments to the following bodies;
 - i. Tavistock Museum Trust – 2nd Observer;
 - ii. Jessie Ann Alford Charity – 3rd Trustee;
 - iii. Grants Panel – 9 Members required

- b) Restricted Road & 30mph Speed Limit Order – Butcher Park Hill, Tavistock: To consider the above Traffic Order (which was received too late from Devon County Council to be considered at the Development & Licensing Committee Meeting held on 11th June, 2019 (correspondence enclosed))
- c) Notice of Motion – to consider a Notice of Motion proposed by Councillor Ms L Crawford and seconded by Councillor Mrs U Mann as follows:-

It is now clear that the world has less than 11 years to switch away from fossil fuels to avoid the worst impacts of climate change. Reducing energy use and switching to clean energy will also increase energy security, improve air quality, minimise fuel poverty, boost the local economy and provide jobs and training.

It is proposed that Tavistock Town Council declares a climate emergency and commits to going carbon neutral by 2030. In declaring an emergency we will raise the profile of the issue and help to secure future financial commitments to achieve these carbon reductions.

The Council

- *Declare a 'Climate Emergency'*
- *Pledge to take actions within the Council's power to make Tavistock carbon neutral by 2030.*
- *Place this issue on Council and Committee agendas to agree strategies and action plans to take into account the effect on the progress towards the carbon neutral target and increased biodiversity.*
- *Work with other local authorities, appropriate government departments and other organisations to determine, implement and deliver best practice methods.*
- *Set up a working party of interested councillors and community groups to:*
 - a) *identify best practices in measuring, tracking and reducing carbon footprint and caring for the environment as individuals and as a community; and*
 - b) *make further recommendations to the council regarding actions that could be taken in support of the climate emergency.*

Note – if the Council is minded, in principle, to consider this motion worthy of further consideration it is recommended that, in accordance with normal practice, it be referred (either with or without debate) to the Budget & Policy Committee in order that the necessary due diligence may be undertaken and a recommendation made.

ITEMS CIRCULATED FOR INFORMATION ONLY

The following items are circulated for information only:-

11. SERVICE REPORTS

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

- i. General Manager's Report (to follow)
- ii. Works Department (to follow);
- iii. Town Hall and Butchers' Hall (to follow);
- iv. Pannier Market (enclosed).

Note – Members may find it helpful to also refer to the 'service summaries' in their Councillor Information Packs.

12. FINANCE & OTHER MATTERS

To receive, for information, the following:-

- a) Report of the Assistant to the Town Clerk (enclosed);
- b) Devon County Councillor Report (enclosed);
- c) West Devon Borough Councillor Report – Councillor S Hipsey has been invited to provide this Report (enclosed);
- d) Police Report (if available);
- e) Tavistock BID Company – Minutes of the Meeting held on 15th May, 2019 (enclosed);
- f) Town Hall & Markets Consultative Group- Notes of the Meeting held on 18th June, 2019 (to follow);
- g) Project Update: to receive any oral update in connection with:-
 - i. Townscape Heritage Initiative;
 - ii. Guildhall Gateway Centre Project.
- h) To receive;-
 - i. Any update from, or questions to, Council representatives serving on other outside bodies in connection with the work of those bodies;
 - ii. Feedback from Members following their attendance at any training sessions

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

14. URGENT MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE TOWN MAYOR

EXCLUSION OF PRESS & PUBLIC

15. 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 ITEM
FOR INFORMATION ONLY**

16. 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 4th June, 2019 (enclosed)

**CONFIDENTIAL ITEM
REQUIRING A DECISION**

17. PROPERTY, LEGAL & 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.

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 Mrs A Johnson (Mayor)

Councillor A Hutton (Deputy Mayor)

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

Town Clerk.....

19th June, 2019

**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 info@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.

*Members of the Public who wish to address the Council are requested to contact the Council Office either by phone 01822 613529, or by e-mailing info@tavistock.gov.uk regarding the necessary requirements for participation not less than 24 hours in advance of the Meeting.