



Town Council Offices
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14th June 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 **WEDNESDAY 21st JUNE, 2017** at **6.45pm**

Note:-

- Please note day of Meeting (Wednesday)
- 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 Jo Wright of Tavistock Street Pastors.

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

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 Annual Meeting of Tavistock Town Council held on Tuesday 23rd May, 2017 (Enclosed)
- b) Matters arising

MAJOR POLICY ITEMS REQUIRING DETERMINATION BY COUNCIL

4 AUDIT, ACCOUNTS AND ANNUAL RETURN FOR THE YEAR ENDING 31ST MARCH 2017

To consider the

- a) Report of the Internal Auditor in connection with the above (enclosed – page 5 Annual Governance Statement refers);
- b) Financial Statements, Annual Return for Tavistock Town Council for the year ended 31st March, 2017, and Year End Accounts (copies enclosed). Furthermore to
 - i. Discharge the obligations of the authority to review the effectiveness of the System of Internal Control and prepare and approve the Annual Governance Statement;
 - ii. Consider and approve the Statement of Accounts of the Authority

Note:-

- Should there be any matters which might require a more detailed response Members are requested to pass them to the Town Clerk in advance of the Meeting;
- In particular Council will be aware it is required to complete Section 2 of the Annual Return.

5 STRATEGIC & SERVICE PLANS

To consider and endorse the following Strategic/Service Plans for adoption by Council as a basis for the delivery of Council Services 2017-2021 (Strategic) & 2017-18 (Service) & accompanying updates on progress against the previous year:

- i. Strategic Plan and Corporate Service Plan (Enclosed together with annual summary)
- ii. Commercial/Community (To follow together with annual summary).

6 ELECTORAL MATTERS

To note the resignation of Councillor C Rogers from Tavistock Town Council (North Ward) and to consider arrangements in respect of the consequential casual vacancy

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

ITEMS REQUIRING A DECISION

7 GENERAL FINANCE

- a) **Schedule of Payments** – to consider and endorse the monthly accounts as at 31st March and 30th April, 2017 (schedules of all payments enclosed);
- b) **Budget Monitoring Report** – to consider and endorse the phased Budget Monitoring Report as 31st March and 30th April, 2017 (Enclosed);
- c) **Requests for Financial Assistance** –
 - i. to consider a request for financial assistance (£1,500) from Tavistock Heritage Trust (correspondence enclosed);
 - ii. to consider a request from Destination Okehampton for financial assistance toward the provision of a Sunday Service Bus Link Tavistock-Okehampton (additional information has been requested);
 - iii. to consider a request from Tavistock AFC toward an open top bus (copy email enclosed - further information has been requested);
 - iv. to consider a request from the immediate past Mayor that consideration be given to:
 - a. a transfer from reserves to reimburse the civic ceremonial budget with 'exceptional costs' incurred in connection with the discharge of the duties of the office and associated virement to civic ball budget head to enable the accompanying reimbursement of personal payments made in connection with the civic ball (£294.12); and/or
 - b. amendment of arrangements for travelling costs associated with civic duties to cater for such situations should they arise in future.

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 PLANS COMMITTEE

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

- a) Plans Committee – 25th April, 2017 (previously circulated);
- b) Plans Committee – 16th May, 2017 (previously circulated);
- c) Plans Committee – 6th June, 2017 (Enclosed).

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) Report of the Assistant to the Town Clerk (Enclosed);
- b) Tavistock Business Improvement District – Minutes of the Meetings held on 15th March, 19th April and 17th May, 2017 (Enclosed);
- c) Whitchurch Down Consultative Group Notes of the Meeting held on 2nd May, 2017 (Enclosed);
- d) Town Hall & Pannier Market Consultative Group – Notes of the Meetings held on the 2nd May (Enclosed) & 13th June, 2017 (to follow);
- e) 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 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)

CONFIDENTIAL ITEMS FOR INFORMATION ONLY

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) **Updates** – to receive any oral updates in connection with outstanding legal matters

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, T Gibbins, 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.....

14th June, 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.