



Town Council Offices
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8th November, 2016

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 15th NOVEMBER 2016** at **6.45pm**

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

5.30pm For Members to receive a confidential briefing on legal matters appertaining to the Council

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 the Mayor, Councillor Mrs M Ewings

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

The West Devon Borough Council Hub Committee Member for Customer First - Councillor J Moody has been invited to provide a brief overview of his area of responsibility.

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 4th October, 2016 (enclosed)
- b) Matters arising

OTHER ITEMS REQUIRING A DECISION

4 GENERAL FINANCE

- a) **Schedule of Payments** – to consider and endorse the monthly accounts, as at 30th September, 2016 (schedule of all payments enclosed)
- b) **Budget Monitoring Report** – to consider and endorse the phased Budget Monitoring Report as at 30th September, 2016 (enclosed)
- c) **Audit** – to consider the
 - i. Report of the Internal Auditor to the Council (previously circulated with the Agenda for the Budget and Policy Sub-Committee (see below))
 - ii. Report of the External Auditor to the Council arising from year end (Enclosed)
- d) **Approved Duties**
 - i. in view of the level of interest expressed (3 Councillors) to consider whether or not to authorise attendance at the above event as an approved duty for the purposes of travelling allowance.
 - ii. to amend the Council Travelling & Subsistence Policy to include recognition of attendance at relevant training events and training activities (this has been past practice but is not presently adequately covered in the applicable Policy)

Note: Members are reminded that, in general terms, approved duties relate to attendance at Council Meetings, bodies to which the member is appointed by the Council and such events as are otherwise specifically authorised by Council.

- e) **Tavistock Benchmarking Survey** – To consider a request from West Devon Borough Council for a contribution toward the cost (overall cost £2,000) of a benchmarking exercise for the Town (for results of previous studies please refer to <http://www.westdevon.gov.uk/article/12085/Town-Profiles>)
- f) **Goose Fair Park & Ride** – Briefing note (enclosed)

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 SUB-COMMITTEE

To consider the Minutes of the Meeting of the Budget & Policy Sub-Committee held on 2nd November, 2016 (enclosed).

Note – Members are requested to bring to the meeting the Agenda and associated documents relating to the foregoing meeting.

6 PLANS COMMITTEE

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

- a) Plans Committee – 10th October, 2016 (enclosed)
- b) Plans Committee – 1st November, 2016 (enclosed)

7 OTHER ITEMS REQUIRING A DECISION

- a) Destination Okehampton

To consider a request for the Council to support i) a display to promote the idea of Destination Okehampton and the eventual train coming back to Tavistock and ii) a trip from Tavistock in 2017 to join the Sunday trains to Exeter

Note please see also Agenda Item 9(b) below

ITEMS CIRCULATED FOR INFORMATION ONLY

The following items are circulated for information only:-

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)
- v. Townscape Heritage Initiative – Progress Report of the Project Manager (enclosed)
- vi. Guildhall Gateway Centre - Programme Report (enclosed).

9 FINANCE & OTHER MATTERS

To receive, for information, the following:-

- a) Whitchurch Down Consultative Group – Notes of the Meeting held on 8th November, 2016 (to follow)
- b) Destination Okehampton – Minutes of the most recent Meeting (to be circulated if/when available)
- c) Man Engine – Extract of Executive Summary of the Project Evaluation Report (enclosed)
- d) File note of the informal gathering of Members of Tavistock Town Council to discuss the Pannier Market surround and related matters (enclosed)
- e) Report of the Assistant to the Town Clerk (enclosed)
- f) Tavistock BID Co Ltd – to consider the Minutes of the Meeting held on 21st September, 2016 (enclosed)
- g) Chamber of Commerce – Minutes of Meetings are not presently being prepared – Council may wish to receive an update under (h) below.
- h) 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.

13 ITEMS REQUIRING A DECISION

(CONFIDENTIAL by virtue of relating to legal and/or commercial matters and/or the financial or business affairs of a person or persons other than the Council) .

- i) **Legal Matters – Council Property**
(CONFIDENTIAL by virtue of relating to commercially sensitive information).

Members are advised of the importance of attending the pre-Meeting legal briefing.

- a) **Meadowlands** – to consider a request from West Devon Borough Council in connection with future usage and the operation of the lease

Note – the legal advisors to the Council have indicated that there is a conflict of interest for those Councillors who serve

on both organisations, consideration of this matter should therefore be by those who serve solely on the Town Council.

b) **Long Leases:-**

- a. To receive any update in relation to discussions with the Borough Council in connection with the operation of long leases as between the parties and consider next steps
- b. To receive any update in relation to negotiations with a Tenant in connection with the operation of a long lease and associated matters as between the parties and determine next steps

c) **Request to Surrender Lease** – to consider a request to surrender (enclosed)

d) **Service Charges and Treatment of Loss of Income** – to consider how to proceed

e) **Request for Grant of Licence** – to consider a request from the partnership supporting the Tavistock Sensory Garden

f) **Tavistock Tennis Club** – to receive any update on a prospective request from the tenant

ii) **Debtors**

(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).
Report enclosed.

iii) **Town Hall Stock Audit**

(CONFIDENTIAL) by virtue of relating to commercially sensitive information)

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 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, P Ward, Mrs J Whitcomb, P Williamson

Town Clerk.....

8th November, 2016

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.