

## **AGENDA ITEM No. 3a**

**MINUTES** of the Meeting of the **TAVISTOCK TOWN COUNCIL** held on **TUESDAY 15<sup>th</sup> DECEMBER, 2020 at 5.00pm** conducted remotely via Zoom and YouTube

**PRESENT** Councillor Mrs A Johnson (Mayor)  
Councillor A Hutton (Deputy Mayor)

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

**IN ATTENDANCE** Town Clerk, General Manager, Assistant to the Town Clerk.

### **167. APOLOGIES FOR ABSENCE**

No apologies for absence had been received, as all Members were present.

### **168. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at this point in the Meeting.

### **169. CONFIRMATION OF MINUTES**

RESOLVED THAT, the subject to the amendment of Minute No 139b to delete the existing text and replace it with:

‘the Council agrees to the tenant being given the 15-month period in return for a lump sum of £ 20,160. Furthermore the Council agrees to waive the £ 1,700 outstanding debt’  
the Minutes of the Meeting of Tavistock Town Council held on Tuesday 3<sup>rd</sup> November, 2020 be confirmed as a correct record and signed by the Chairman (Appendix 1).

### **170. PUBLIC REPRESENTATION AND QUESTIONS**

No Public representations or questions had been received.

## **ITEMS REQUIRING A DECISION**

### **171. BUDGET & POLICY COMMITTEE**

The Council considered the Minutes of the Meeting of the Budget & Policy Committee (Appendix 2) held on Tuesday 1<sup>st</sup> December, 2020, the recommendations being reported by rote.

RESOLVED THAT

a) Subject to the following amendments;

- Minute No. 157 – at the second bullet point, the addition of the words 'in this leave year' to follow 'holiday' and precede 'to'; and
- Minute No. 162 – the addition of 'Tavistock Primary School' to the list of partners involved in this initiative;

the recommendations included in the foregoing report of the Committee (Minute No's 151 - 163 refer) be approved and adopted;

b) consideration of Minute No's 164 - 166 be deferred to a later point in the Meeting in view of the confidential nature of the business to be transacted.

Noted That - thanks were extended to all staff for their service to the Council, in what had been an exceptional year.

### **172. GENERAL FINANCE**

a) Schedule of Payments

The Council received and considered a copy of the monthly accounts as at 31<sup>st</sup> October, 2020 (Appendix 3) and as listed on the Council Website.

Noted That these had been inadvertently distributed in paper form on this occasion.

b) Budget Monitoring Report

The Council received and considered a copy of the Budget Monitoring Report (Appendix 4) as at 31<sup>st</sup> October, 2020.

### **173. DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE**

The Council considered the following: -

- a) Development Management & Licensing Committee - Minutes of the Meeting held on 24<sup>th</sup> November, 2020 (Minute No's 142 - 150 inclusive) (Appendix 5);

RESOLVED THAT the recommendations included in the foregoing report of the Committee be approved and adopted.

### **174. TIME CAPSULE**

The Council received an oral update from the Member involved in this initiative, and heard that no further suggestions for items to be placed in the capsule had been received. An outline of items previously suggested was given together with those arising from the floor including:

- a specially written piece by a local author and Freeman of Tavistock;
- a photographic record of the current pandemic including one the tower of St Eustachius' Church;
- physical money;
- a copy of the local newspaper including reference to COVID;
- a digital version of information regarding recent community support initiatives and a locally made face mask;
- a map, and information town demographic at the time of installation.

### **ITEMS CIRCULATED FOR INFORMATION ONLY**

The following items had been circulated for information only: -

### **175. SERVICE REPORTS**

The Council received and noted the reports of the General Manager, Town Hall/Butchers' Hall & Works Dep't, and the Pannier Market (Appendices 6 – 8 refer).

Noted That

- thanks were conveyed, on behalf of Tavistock Sensory Garden, for the Christmas tree provided;
- it was anticipated the Town Hall would be closed til at least the end of July, 2021 and no bookings were being taken in the meantime.

## **176. FINANCE AND OTHER MATTERS**

The Council received, for information, the following: -

a) Report of the Assistant to the Town Council (Appendix 9);

Noted That –

- in view of the extended closure of the Town Hall thought would need to be given to the delivery of the Civic Ball previously planned for 30<sup>th</sup> April 2021, and whether this could be delayed into the summer, or delivered in a different format;
- two Members, who had recently attended Devon Association of Local Councils (DALC) finance training courses reported that provision might be made for specific larger Council training. The Council's representative on DALC undertook to feed this back, for when training courses offered were reviewed;
- in response to a question enquiries would be made regarding progress with an enquiry in connection with website accessibility and video storage;
- Councillor A Hutton declared an interest in a grant application in connection with the Coronavirus Health and Social Emergency Fund (CHSEF) and participated in the discussion on the matter;
- In response to a question the operation of the Coronavirus Health & Social Emergency Fund and eligibility criteria were outlined.

b) Town Hall & Markets Consultative Group Meeting

The Notes of the Meeting of the Town Hall & Markets Consultative Group held on 25<sup>th</sup> November, 2020 (Appendix 10);

c) West Devon Borough Councillor Report (Councillor Mrs M Ewings) – (Appendix 11)

Noted That:

- the deadline for applications for COVID Business Grants was 18<sup>th</sup> December 2020 albeit flexibly applied;
- A further update would be provided in connection with S106 matters and the Plymouth Road Development;

- the WDBC Housing Strategy Consultation deadline had been extended (end February 2021).

d) County Councillor Report (Councillor Mrs D Sellis)  
No report received.

e) Tavistock BID Company Ltd – Minutes of the Meeting held on 19<sup>th</sup> November, 2020 (Appendix 11);

Noted That the Council’s representative advised of the renewal ballot in 2021, it was anticipated that an external resource could be sourced to support same. The General Manager further advised that the positive feedback received at a recent BID Meeting attended.

f) Project Update:

Tavistock Townscape Heritage Initiative Scheme and Guildhall Gateway Centre – the outcome of the Kickstarter Grant Application was anticipated shortly.

g) Updates from

i. Representatives on outside bodies

- Oke Rail Forum – of welcome progress by Government efforts to get the line re-opened;
- Police & Crime Commissioner event – amongst other matters raised disappointment at the inability to address rural/local speeding issues.
- Devon Carbon Plan Group – the Meeting was advised of an ongoing consultation to which they could respond.
- The Mayor was commended for her handling of Council Meetings during the pandemic period.

ii. Attendance at Training Sessions – see Minute No. 176(a) above.

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

The Mayor thanked colleagues for their efforts in an extremely challenging year. The level of attendance at Meetings was commended and she extended the compliments of the season to all.

Councillor A Lewis left the Meeting.

## **EXCLUSION OF PRESS AND PUBLIC**

### **178. 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 it was: -

RESOLVED THAT the Press and Public be excluded from the Meeting for the following items of business.

The Meeting then temporarily adjourned at 5.57pm.

The Meeting reconvened at 6.08pm attendance by Councillors and authorised Officers at the Confidential reconvened part of the Meeting was accessed via Zoom.

### **PRESENT**

Councillor Mrs A Johnson (Mayor)

Councillor A Hutton (Deputy Mayor)

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

**IN ATTENDANCE** Town Clerk, General Manager, Assistant to the Town Clerk

**DECLARATION** On entering the Confidential section - each Councillor present was asked to declare to the Mayor that there were no other persons present, nor would be present, who were not entitled to be (hearing or seeing), and/or recording the Meeting. All Members made a positive Declaration.

## **CONFIDENTIAL ITEMS REQUIRING A DECISION**

### **179. 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)

The Council considered confidential Minute No's 164 - 166 inclusive of the Meeting (Appendix 2 refers) of the Budget & Policy Committee held on Tuesday 1<sup>st</sup> December, 2020 the recommendations being reported by rote.

RESOLVED THAT the recommendations included in the foregoing report of the Committee (Minute No's 164 - 166 refer) be approved and adopted.

**180. PROPERTY, LEGAL, STAFFING AND 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**

The Council considered and noted a list of all those with debts to the Council dating from earlier than the last quarter day, and received updates accordingly. In particular with regard to debtors A and B, the associated background and related matters.

The report also included an update with regard to those commercial tenants who had taken advantage of the Council's COVID Deferred Rent Scheme. (Appendix 13).

**CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY**

**181. PROPERTY, LEGAL AND FINANCE MATTERS**

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- a) Legal updates – no updates were brought forward.

The Press and Public were re-admitted to the Meeting.

The Meeting closed at 7.07pm

Signed:

Dated:  
CHAIRMAN