

AGENDA ITEM No. 3a

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held on **TUESDAY 1st JUNE, 2021 at 5.30pm** at **Tavistock Town Hall, Bedford Square, Tavistock**

PRESENT Councillor A Hutton (Mayor)
Councillor Mrs U Mann (Deputy Mayor)

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

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

Prior to the commencement of the Meeting there were a few moments of Quiet Reflection led by The Town Mayor followed by a contribution from County Councillor Mrs D Sellis.

COMMENCEMENT OF MEETING

40. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors A Fey, Mrs A Johnson, A Lewis, P Williamson.

41. DECLARATIONS OF INTEREST

A Declaration of Interest was made by Councillor A Hutton (Mayor) in respect of Tavistock Tennis Club, by virtue of his membership of the Club.

42. CONFIRMATION OF MINUTES

a) RESOLVED THAT the Minutes of the Annual Meeting of Tavistock Town Council held on Tuesday 4th May, 2021 be confirmed as a correct record and signed by the Chairman (Appendix 1).

Noted That - Councillor Mrs U Mann asked for it to be noted that she had joined the above Meeting at 5.06pm.

43. PUBLIC REPRESENTATIONS AND QUESTIONS

No Public representations or questions had been received prior to the Meeting.

ITEMS REQUIRING A DECISION

44. ANNUAL GOVERNANCE STATEMENT

The Council considered the relevant sections of the "Local Councils, Internal Drainage Boards and Other Smaller Authorities, Annual Governance and Accountability Return 2020/21 for the year ended 31st March 2021".

More specifically it considered in-year financial reporting and assurance arrangements, reviewed and endorsed the overview report of the Internal Auditor (dated 21st May (Appendix 2)), together with the completed Annual Internal Audit Report 2020-21 (Appendix 3) which indicated that the internal control objectives had been met.

The Council then proceeded to review the Annual Governance Statement (Section 1) (Appendix 4) section by section and, in relation to the system of internal control including arrangements for the preparation of the Accounting Statements for the year ended 31st March, 2021 it was:

RESOLVED THAT

- a) with regard to the Annual Governance Statement for the year ended 31st March 2021, the answers to the questions listed in Section 1 of the Annual Return be as follows: questions 1-8 (yes), question 9 (n/a) and the Statement be endorsed;
- b) The Clerk and Mayor be authorised to sign same on behalf of the Council.

45. ACCOUNTING STATEMENTS

The Council considered the relevant section of the "Local Councils, Internal Drainage Boards and Other Smaller Authorities, Annual Governance and Accountability Return 2020/21 for the year ended 31st March 2021". More specifically the Accounting Statements 2020-21 (Section 2) (Appendix 5) together with the Unaudited Statement of Accounts of the Authority prepared by the Accountant to the Council (Appendix 6).

RESOLVED THAT

- a) the Accounting Statements 2020-21 listed in Section 2 of the Annual Return be received and adopted as a reasonable statement of the activities of the Council;
- b) the Responsible Finance Officer and Mayor be authorised to sign same on behalf of the Council.

With regard to the Unaudited Financial Statements of the Council it was further:

RESOLVED THAT the Unaudited Financial Statements of the Council for the year ended 31st March 2021 be received and noted.

46. GENERAL FINANCE

- a) Schedule of Payments

The Council received and considered a copy of the monthly accounts as at 31st March, 2021 (Appendix 7) as listed on the Council's Website.

- b) Budget Monitoring Report

The Council received and considered a copy of the Budget Monitoring Report (Appendix 8) as at 31st March, 2021.

Noted That a Report would be brought to a future Meeting of the Budget & Policy Committee in connection with savings which had been made over the previous financial year.

47. BUDGET & POLICY COMMITTEE

The Council considered the Minutes of the Meeting of the Budget & Policy Committee (Appendix 9) held on Tuesday 25th May, 2021, the recommendations being reported by rote.

RESOLVED THAT subject to the following amendments:

- i) Minute No 30 - Public Spaces Protection Order- the recommendation being reworded as follows:

RECOMMENDED THAT Tavistock Town Council endorse and commend to West Devon Borough Council and the Police the progression of a Public Spaces Protection Order, as not objected to by the Police locally, on the accumulated evidence, affording

the Police within The Meadows, and such other areas as may be identified as appropriate by the Police and licensing authority the power to:

- a) Control alcohol consumption;
- b) Require persons to not behave (either individually or in a group of two or more people) in a manner that has caused or is likely to cause a member of the public to suffer harassment, alarm or distress. Persons within the Restricted Area who breach this prohibition while in a group shall, when ordered to do so by an authorised person, disperse immediately or by such time and in such a manner as may be specified. The manner specified by the authorised person may include a requirement not to re-enter a defined zone in the Restricted Area for up to 6 hours;

with a view to implementation at the earliest opportunity so as to address the significant and growing alcohol related problems and antisocial behaviour in that location.

- ii) Minute No 32 the recommendation be approved and adopted subject to the addition - (a) (i)(iii) (Risk C6 refers) of an amendment to the risk details as listed on page 30 of the service plan as follows:
 - 'Risk details' heading: to be amended to – 'Effectiveness of Communication';
 - 'Risk details' supporting text to be amended to include the words to follow 'in place' of 'at member level to debate or discuss differences and resolve disagreements with the other two authorities. Also'
 - 'Risk details' – the deletion of the accompanying footnote
 - Consequential to the foregoing (see also applicable note below) and distinct from the Risk Register the Council further agree the following, namely:
'with political effort the Council invite West Devon Borough Council and Devon County Council to join Tavistock Town Council in a new political forum to discuss in detail matters relating to Tavistock'

- iii) Consideration of Minute No's 38 - 39 being deferred to a later point in the Meeting in view of the confidential nature of the business to be transacted;

the recommendations included in the foregoing report of the Committee (Minute No's 24 - 37) be approved and adopted.

Noted That

- a) Minute No 30 – reference was made to ongoing communications with the Police locally and the suggestion arising, from practice identified by the Police elsewhere, as now included in the amended recommendation as listed above. A copy of the wording had previously been circulated to Councillors.
- b) Minute No 30 – the importance attached to the Tavistock Business Improvement District in supporting the business sector and a vibrant local economy/community, together with the high quality of the BID prospectus.
- c) Minute No 32 (Risk C6 refers). A Member read from a detailed personal statement outlining their views regarding local authorities in the area, their own involvement with/views on the effectiveness/credibility of the Local Planning Authority, including operation of planning policy/administration, issues relating to personal/professional integrity, the role of the Town Council and appropriate fora to redress matters.

In the ensuing discussion particular reference was made to a wide range of matters including:

- current and desired relationships;
- the extent to which
 - o a public forum between the three authorities, constituted initially to look at school provision, employment land provision, public transport, heritage and major developments, might provide a way forward; or
 - o in the alternative a more open and initially non-specific discussion between those bodies affected might progress matters;
- the nature and role of a risk register;
- the possible details of and options associated with taking the matter forward;

- different forms of communication, associated organisational policies and practices. In particular, the problems that could arise from use of email, also the importance attached to respectful and mindful communications and an inclusive collegiate and non-confrontational/non offensive approach in relationships;
- the extent to which inter authority working (and topics) could/should/not be defined in advance and associated forms;
- recognition different Councils might have different priorities;
- the value attached to working together between and across the tiers of local government for and on behalf of the residents of the town – what was best for Tavistock.

48. DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE

The Council considered the following: -

- i) Development Management & Licensing Committee - Minutes of the Meeting held on 28th April, 2021 (Minute No's 303 - 311 inclusive) (Appendix 10) the recommendations being reported by rote.

RESOLVED THAT the Minutes of the Meeting of the Development Management & Licensing Committee held on 28th April, 2021, and the recommendations included in the foregoing report of the Committee be approved and adopted.

- ii) Development Management & Licensing Committee – Minutes of the Meeting held on 10th May, 2021 (Minute No's 12 – 23 inclusive) (Appendix 11) the recommendations being reported by rote

RESOLVED THAT subject to the addition of the words 'and social media' at the end of Minute No. 19 (e) the Minutes of the Meeting of 10th May, 2021 and the recommendations included in the foregoing report of the Committee be approved and adopted.

Noted That – Councillor J Ellis requested it be recorded he abstained from voting on the adoption of the above Minutes.

ITEMS CIRCULATED FOR INFORMATION ONLY

The following items had been circulated for information only: -

49. 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 12 – 14 refer).

- i. General Manager's Report;
- ii. Town Hall/Butchers' Hall and Works Department Report;
- iii. Pannier Market Report

50. FINANCE AND OTHER MATTERS

The Council received, for information, the following: -

- a) Report of the Assistant to the Town Clerk (Appendix 15);
- b) Schedule of Councillor Attendance at Meetings 2020-21 (Appendix 16);
- c) West Devon Borough Councillor Report – Councillor A Coulson had been invited to report but advised he was unable to do so on this occasion;
- d) County Councillor Report - Councillor Mrs D Sellis (circulated separately, as received too late to be tabled on the Agenda);
- e) Project Update:
 - i. Guildhall Car Park – final works were anticipated to commence in the week of 14th June, 2021 with the car park available for use from week commencing 21st June, 2021;
 - ii. Guildhall Gateway Centre Project – there was no new update.
- f) Updates
 - i. From Representatives on outside bodies – no updates provided
 - ii. From Members who had attended training sessions – no updates provided

Noted That – Councillor Mrs U Mann and supporting colleagues were commended on receipt of an award from The Mayor of West Devon for work in connection with Tavistock Locals Help during the COVID-19 relief effort. Councillor A

Lewis had also been recognised for his work supporting the Highway Authority.

EXCLUSION OF PRESS AND PUBLIC

51. 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.

CONFIDENTIAL ITEMS FOR INFORMATION ONLY

52. 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 38 - 39 inclusive of the Meeting (Appendix 9 refers) of the Budget & Policy Committee held on Tuesday 25th May, 2021 the recommendations being reported by rote.

RESOLVED THAT subject to the deletion of Minute No 38(i) (superseded by Minute No 47(ii)) the recommendations included in the foregoing report of the Committee (Minute No's 38 - 39 refer) be approved and adopted;

Noted That;

- The recommendation at Minute No. 38 had been dealt with previously in the Meeting (Minute No. 47(ii) above refers);
- Pursuant to Minute No 36 - a sounding was taken in relation to a request received from a tenant regarding temporary use during which time the Mayor declared an interest and left the meeting and the Chair was taken by the Deputy Mayor, Councillor Mrs U Mann.

Councillors J Moody and G Parker Declared a personal non prejudicial Interest in the above discussion by virtue of association with a potentially affected tenant.

CONFIDENTIAL ITEMS REQUIRING A DECISION

53. 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 (Appendix 17) of all those with debts to the Council dating from earlier than the last quarter day and received updates accordingly.

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

The Meeting closed at 7.55pm

Signed:

Dated:

CHAIRMAN