

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **WEDNESDAY 21st June, 2017** at **6.58pm**

PRESENT Councillor P Sanders (Mayor)
Councillors Mrs M Ewings, T Gibbins, Mrs A Johnson, A Lewis, P Palfrey, Mrs L Roberts, E Sanders, J Sheldon, H Smith, P Squire, A Venning, P Williamson.

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

Note – That prior to the Meeting there was an opportunity for quiet reflection led by Pastor Jo Wright of the Tavistock Street Pastors, together with a report from County Councillor Mrs D Sellis.

25. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors J Moody, P Ward and Mrs J Whitcomb.

26. DECLARATIONS OF INTEREST

Councillor P Sanders declared a personal non-prejudicial interest in Minute No.7(c) i by virtue of serving as Trustee of the organisation concerned.

27. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Annual Meeting of the Tavistock Town Council held on Tuesday 23rd May, 2017 be confirmed as a correct record and signed by the Chairman.

ITEMS REQUIRING A DECISION

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

The Council considered the Financial Statements which had been prepared for the organisation (Appendix 1), together with the relevant sections of the "Local Councils, Internal Drainage Boards

and other smaller Authorities in England, Annual Returns for the year ended 31st March 2017" (Appendix 2).

In particular the Council considered and endorsed the Annual Internal Audit Report 2016/17 and considered and confirmed its view in relation to the system of internal control (Section 1- Annual Governance Statement 2016/17) and then Section 2 – Accounting Statement 2016/17 for the organisation.

Arising from the foregoing it was

RESOLVED THAT

a) Tavistock Town Council Annual Governance Statement 2016/17

With regard to the Annual Governance Statement 2016/17 for the year ended 31st March 2017, 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 Annual Governance Statement be endorsed.

b) Tavistock Town Council – Accounting Statements 2016/17

The Accounting Statements 2016/17 be received and adopted as a reasonable statement of the activities of the Council.

c) Affirmation

The Mayor and Town Clerk/Responsible Finance Officer be authorised to sign same on behalf of the Council in respect of the foregoing.

Noted That

- i. The Council further considered the Financial Statements (Appendix 3) which had been prepared on behalf of the Council arising from which it was agreed that:-
 - Cllr P Squire be added to the list of Councillors on page 3;
 - Attention was drawn, in response to a question, to the format of the Accounts which had been prepared on the FRISSE basis. This represented established good practice for principal and larger Local Councils.

- Arising from same clarification was sought in relation to matters such as
 - the composition of the following budget heads – Recreation and Sport, Corporate Spend, which were derived from standard accounting practice.
 - Elections Reserve – which reflected the significant potential cost of by-elections in one or more of the three Council Wards, should they arise.
 - Localism Budget – which was intended to reflect an available resource to address devolution/localism matters where appropriate notwithstanding that given underfunding of the Council’s Capital Programme any surpluses would, in the normal course of events, be transferred as at year end to the rolling Capital Programme;
 - Townscape Heritage Initiative – consequential impacts on cash flow.

Arising from consideration of the above it was further confirmed:

- Finance training be made available to Members;
- The Budget and Policy Committee review financial reporting arrangements for the Council in due course.

29. TAVISTOCK TOWN COUNCIL STRATEGIC PLAN & SERVICE PLANNING ARRANGEMENTS

Council considered the draft Tavistock Town Council Strategic Plan (Appendix 4) 2017-2021 which had been prepared following a range of consultation activities with Members and Staff, and set out the vision of the Council and associated Council priorities.

For the purposes of continuity and consistency the Strategic Plan 2017-2021 had been included by way of precursor to the Corporate Services Plan. Council therefore considered the following documents which formed the Council work programme for:

- the following four years (Strategic Plan) and one year (Corporate Services Plan) together with Corporate Services

'What we Did Summary' (Appendix 5), Community Services Plan (Appendix 6) and Community Services 'What we Did Summary' (Appendix 7) respectively.

RESOLVED THAT Tavistock Town Council endorse and adopt:-

- i. the Tavistock Town Council Strategic Plan 2017-2021 as a basis to inform, develop and deliver Council Services for the duration of the Plan period 2017-2021;
- ii. Corporate and Community Service Plans - as a basis for the delivery of related Council Services 2017-2018 and endorse the accompanying organisational Risk Registers.

Noted That arising from consideration of the above, reference was made, in particular, to:-

- a) the revised Council Vision which had originated from a prior Member Workshop;
- b) the Economy section of the Strategic Plan;
- c) with regard to the Corporate Services Plan, the identification of increasing risks associated with, in particular, risks C1-C3. Following a discussion regarding C8, the sustainability of the current situation, potential capacity challenges and the importance attached to appropriate measures to ensure the health and well being of employees, it was further:-

RESOLVED THAT organisational capacity/associated risks be further considered by the Budget & Policy Committee.

30. ELECTORAL MATTERS

The Council noted the resignation of Councillor C Rogers from Tavistock Town Council (North Ward). In the ensuing discussion the importance attached to maintaining the General Power of Competence (GPC) of the Council was stressed alongside a consensus that, in the event of an election, the Council should request that poll cards be issued.

Noted that it was anticipated the Notice inviting electors to call an election was scheduled to be published on 23rd June 2017.

31. GENERAL FINANCE

Council considered the following:-

a) Schedule of Payments

The Council received and considered, copies of the monthly accounts as at 31st March and 30th April 2017 (Appendices 8-9)

b) Budget Monitoring Report

The Council received and considered copies of the Budget Monitoring Report as at 31st March and 30th April 2017 (Appendices 10-11)

c) Requests for Financial Assistance

- i. Tavistock Heritage Trust (Appendix 12)
RESOLVED THAT the above application be refused at this time but the applicant be advised that the Council would consider an application submitted from the Tavistock Heritage Trust in the normal format (recognising such constraints that would apply to an organisation in the process of forming itself).

Noted that reservations were expressed, in particular, regarding application for a grant "transfer" as opposed to an application in the name of the application body.

- ii. Destination Okehampton
RESOLVED THAT the Council's representative contact Mr R Searight regarding the possibility of his organising the coach travel and, if in the affirmative, the Council offer up to £100 to underwrite the costs associated with the delivery of the first day of the coach service.

Noted that further information had been requested from Destination Okehampton regarding what was proposed and/or requested which had not yet been received.

- iii. Tavistock Association Football Club (Appendix 13) RESOLVED THAT no grant be made in view of the lack of information and detailed costings available.

Noted that further information had been requested but not yet received.

- iv. Request from Immediate Past Mayor
The foregoing item had been withdrawn.

Noted That arising from consideration of the above (i-iii refer), together with concerns associated with the style, format and lack of information being received with some grant applications, it was the consensus that in future all applicants for Council funding be advised

- that grants are normally made in December of each year; and
- applicants are required to complete the Council's Standard Grant Application form.

32. PLANS COMMITTEE

a) Plans Committee – 25th April, 2017 (Appendix 14)

The Minutes of the Meeting of the Plans Committee held on 25th April, 2017 (Minute No's 306 - 314 inclusive)

b) Plans Committee – 16th May, 2017 (Appendix 15)

The Minutes of the Meeting of the Plans Committee held on 16th May, 2017 (Minute No's 315 – 323 inclusive)

c) Plans Committee – 6th June, 2017 (Appendix 16)

The Minutes of the Meeting of the Plans Committee held on 6th June, 2017 (Minute No's 14 – 24 inclusive)

ITEMS FOR INFORMATION

33. SERVICE REPORTS

The Council received and noted the reports of the General Manager, Works Department, Town Hall and Pannier Market (Appendices 17 - 20)

34. FINANCE & OTHER MATTERS

The Council received and noted the following;

- a) Report of the Assistant to the Town Clerk (Appendix 21)
- b) Tavistock BID Company – Minutes of Meetings held 15th March, 19th April and 17th May, 2017 (Appendices 22 - 24)
- c) Whitchurch Down Consultative Group – Notes of the Meeting held on 2nd May, 2017 (Appendix 25)
- d) Town Hall & Pannier Market Consultative Group – Notes of the Meetings held on 2nd May and 13th June, 2017 (Appendixes 26-27)
- e) There were no updates from or to Council representatives serving on other outside bodies in connections with the work of those bodies or the Council.

35. 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 REQUIRING A DECISION

36. 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

(**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)

The Council considered and noted a list of all those with debts to the Council dating from earlier than the last Quarter Day (Appendix 28) and received updates, where appropriate, in respect of the same.

CONFIDENTIAL ITEMS FOR INFORMATION ONLY

37. PROPERTY & FINANCE MATTERS – UPDATES

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

- a) **Easement at Bannawell** – it was reported that agreement had been reached with the Highways Authority in connection with same
- b) **Meadowlands** – an update in connection with the status of discussions with the Borough Council was provided
- c) **Pannier Market THI works and Tenancies** – the Council was advised of recent consultations and correspondence with tenants
- d) **Tavistock Tennis Club** – progress in discussions with the Tennis Club regarding arrangements for the Tenancy were noted
- e) **Insurance claim** – an offer of settlement was noted.

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

38. COUNCIL SEAL

Resolved that the Council Seal be affixed to the various deeds and documents to be made or entered into for the carrying into effect those decisions or matters approved by the Council this day.

The Meeting closed at 8.45pm

Chairman

Date.....