

AGENDA ITEM No 3(a)

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 7th MARCH, 2017** at **6.45pm**

PRESENT Councillor Mrs M Ewings (Mayor)
Councillor P Sanders (Deputy Mayor)

Councillors T Gibbins, Mrs A Johnson, J Moody, P Palfrey, Mrs L Roberts, C Rogers, J Sheldon, H Smith, P Squire, A Venning, Mrs J Whitcomb, P Williamson.

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

Note – Prior to the commencement of the Meeting there was an opportunity for quiet reflection led by the Reverend Mike Loader of St Eustachius' Church, Tavistock

254. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors A Lewis, E Sanders and P Ward

255. DECLARATIONS OF INTEREST

There were no declarations of interest made at this point in the Meeting

256. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of the Tavistock Town Council held on Tuesday 24th January, 2017 to be confirmed as a correct record and signed by the Chairman (Appendix 1)

ITEMS REQUIRING A DECISION

257. GENERAL FINANCE

a) Schedule of Payments

The Council received and considered copies of the monthly

accounts, as at 31st December, 2016 and 31st January, 2017 (Appendix 2)

b) Budget Monitoring Report

The Council received and considered a copy of the Budget Monitoring Report (Appendix 3) as at 31st January, 2017

258. BUDGET & POLICY SUB-COMMITTEE

Members considered the Minutes of the Meeting of the Budget & Policy Sub-Committee held on 1st March, 2017 (Appendix 4).

It was noted that Councillor P Sanders had been omitted from the list of attendees at this Meeting.

RESOLVED THAT subject to

- a) Consideration of Minute No's 251 – 253 being deferred until later in the Meeting due to the confidential nature of the business to be transacted;
- b) the inclusion of Councillor P Sanders in the list of those attending;

the recommendation included in the foregoing report of the Sub-Committee be approved, and the report be received.

259. PLANS COMMITTEE

a) Plans Committee – 31st January, 2017 (Appendix 5)

The Minutes of the Meeting of the Plans Committee held on 31st January, 2017 (Minute No's 224 – 232 inclusive)

b) Plans Committee – 21st February, 2017 (Appendix 6)

The Minutes of the Meeting of the Plans Committee held on 21st February, 2017 (Minute No's 233 – 241 inclusive)

RESOLVED THAT subject to any amendments listed above, the recommendations included in the foregoing reports of the Committee Meeting be approved and the reports be received.

ITEMS FOR INFORMATION

260. SERVICE REPORTS

The Council received and noted the reports of the General Manager, Works Department, Town Hall and Pannier Market (Appendices 7-10 refer)

261. FINANCE AND OTHER MATTERS

The Council received and noted the following:

- a) Chamber of Commerce – Minutes of the Meeting held on 9th January, 2017 (Appendix 11);
- b) Report of the Assistant to the Town Clerk (Appendix 12);
- c) Tavistock Farmers' Market – Minutes of the AGM held on 28th January, 2017(Appendix 13);
- d) Tavistock BID Company – Minutes of the Meeting held on 18th January, 2017 (Appendix 14);
- e) Town Hall & Pannier Market Consultative Group – Notes of the Meeting held on the 1st March, 2017 (Appendix 15)

Noted that - Members were advised that a meeting for Pannier Market Traders was due to be held on Thursday 9th March, 2017 in the Town Hall, to provide an update on the scaffolding plans and the forthcoming works being undertaken on that building.

In response to a question the General Manager undertook to draft a memo to all traders informing them of the meeting, and to ensure contact was made with all traders who may be absent from the Pannier Market when the memo was distributed

- f) Townscape Heritage Initiative – Report of the Project Manager (Appendix 16)

Noted that – a request was made that only items of concern should be notated in red on future reports, to avoid confusion

- g) Outside Bodies – The Town Council's representative on the Destination Okehampton Group reminded Members that the Group would be manning a stand in the Pannier Market on Saturday 11th March, 2017 between 9am – 1pm, to provide information regarding the proposed reinstatement of the railway line

262. COMMUNICATIONS FROM THE MAYOR

- i) The Mayor informed Members that the Chairman of the Tavistock Chamber of Commerce was proposing to put together a working party, in partnership with the Town Council and the Tavistock BID Company, to lobby the relevant body regarding the level of Business Rates being charged in the Town.

The Mayor volunteered to be part of the working party, should no other Members step forward.

A Member provided a verbal update on the Borough Council's role in the collection of Business Rates, together with an overview on the status of charity shops with regard to Business Rates

- ii) The Mayor encouraged all Members to read the 'People & Places' Town Benchmarking Survey Report, produced on behalf of West Devon Borough Council, which had recently been distributed.

Noted that the Assistant to the Town Clerk undertook to re-distribute the Report to Members

263. 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

264. PROPERTY AND FINANCE MATTERS

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

Councillor J Moody arrived at the Meeting

Councillor P Sanders declared a personal non-prejudicial interest in the following item, by virtue of being a Councillor on West Devon Borough Council.

- i) **MEADOWLANDS**

The Council considered the confidential report of the Town Clerk (Appendix 17)

RESOLVED THAT the matter be determined in accordance with the decision listed in Confidential Minute 264(a)

ii) **LIVESTOCK MARKET**

The Council received an oral update in connection with the above and discussion undertaken with the tenants

iii) **REPORT OF THE INTERNAL AUDITOR**

Members considered the report of the Internal Auditor (Appendix 18)

Council was advised that measures had been put in place to ensure that the concerns raised by the Auditor would not be repeated, and that the new procedures would be reviewed to ensure implementation and adherence to them.

It was also confirmed that the Auditor would carry out unannounced visits to all departments in future

iv) **BUDGET & POLICY SUB-COMMITTEE (CONT'D)**

Minute No's 251 – 253 from the Meeting of the Budget & Policy Sub-Committee held on the 1st March, 2017

RESOLVED THAT subject to any amendments listed above, Minute No's 251 – 253, and the recommendations included in the foregoing reports of the Sub-Committee be approved, and the report be received.

v) **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, where appropriate, in respect of same. (Appendix 19)

Council discussed the level of historic debts, which varied considerably in value. Suggestions were made regarding possible methods of obtaining contact information for the debtors, in order that efforts could be repeated to reclaim these debts.

It was suggested that debts below £100 to be brought forward to the next Council Meeting for write off, but in such a way that they could be written back in if contact information became available in future.

The Press & Public were readmitted to the Meeting

265. 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 of those decisions or matters approved by the Council this day.

The Meeting closed at 8.27pm

Chairman

Date.....