

## **AGENDA ITEM No.5**

**MINUTES** of the Meeting of the **TAVISTOCK TOWN COUNCIL** held on **TUESDAY 11<sup>th</sup> APRIL, 2023 at 5.30pm** at **THE COUNCIL CHAMBER, TOWN COUNCIL OFFICES, DRAKE ROAD, TAVISTOCK**

**PRESENT** Councillor P Ward (Mayor)  
Councillor A Hutton (Deputy Mayor)

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

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

Prior to the commencement of the Meeting;

- the annual photograph of the Council was taken;
- there were a few moments of Quiet Reflection led by Jo Wright of Tavistock Street Pastors;
- the Mayor thanked Councillor colleagues, and Officers, for their support and endeavours over the preceding 4-year Council term. Best wishes were extended, both to those standing for office in the upcoming elections, and to those taking the opportunity to stand down from public office;
- the Council paused for a period of Quiet Reflection undertaken in memory of former Town/Borough Councillor, author and Freeman of Tavistock, Ted Sherrell. It was reported that the funeral would take place on Friday 21<sup>st</sup> April, 2023 at 2pm in St Eustachius' Church, Tavistock.

### **COMMENCEMENT OF MEETING**

#### **440. APOLOGIES FOR ABSENCE**

An apology for absence had been received from Councillor A Lewis.

#### **441. DECLARATIONS OF INTEREST**

Councillor Mrs A Johnson Declared Interests in the following Planning Applications;

- 4365/22/FUL – Knoll Park, Mount Tavy Road, Tavistock PL19 9JL; and
- 0145/23/HHO – 14 Deer Park Road, Tavistock PL19 9HG

by virtue of family association.

#### **442. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Special Meeting of Tavistock Town Council held on Tuesday 21<sup>st</sup> March, 2023 be confirmed as a correct record and signed by the Chairman (Appendix 1).

#### **443. PUBLIC REPRESENTATIONS AND QUESTIONS**

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

#### **ITEMS REQUIRING A DECISION**

##### **444. GENERAL FINANCE**

The Council considered the following: -

###### a) Schedule of Payments

The Council received and considered copies of the monthly accounts as at 28<sup>th</sup> February, 2023 (Appendix 2) as listed on the Council's website;

###### b) Budget Monitoring Report

The Council received and considered a copy of the Budget Monitoring Report (Appendix 3) as at 28<sup>th</sup> February, 2023.

Noted That in the discussion arising reference was made to:

- the funds previously set aside in the Earmarked Reserves to purchase a replacement (second hand) vehicle for Council use; and
- arrangements being put in place regarding the Guildhall Toilets and the required refurbishment of the block, prior to the transfer of the facility from West Devon Borough Council to the Town Council.

##### **445. BUDGET & POLICY COMMITTEE**

The Council considered the Minutes of the Meeting of the Budget & Policy Committee (Appendix 4) held on Tuesday 28<sup>th</sup> March, 2023, the recommendations being reported by rote.

During the ensuing discussion reference was made, in particular, to:-

- Minute No. 430 – Neighbourhood Development Plan (NDP) Progress Report & Request for Funding:- including progress,

process, budget, communications, future arrangements and links to the Joint Local Plan;

- Minute No. 433(d) – Bannawell Play Park Play Consultation:- the possibility, due to forecasted poor weather, that the first consultation slot might be rescheduled to an indoor venue and accompanying arrangements.

RESOLVED THAT subject to consideration of Minute Nos. 435-439 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 Nos. 427 - 434) be approved and adopted.

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

The Council considered the following: -

- i) Development Management & Licensing Committee – Minutes of the Meeting held on Monday 6<sup>th</sup> March, 2023 (Appendix 5);
- ii) Development Management & Licensing Committee – Minutes of the Meeting held on Monday 27<sup>th</sup> March, 2023 (Appendix 6);

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

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

##### **447. SERVICE REPORTS**

The Council received, for information, the reports of the General Manager, Pannier Market, Works Department and Town Hall & Butchers' Hall (Appendices 7-10 refer).

Noted That the General Manager undertook to liaise with the Town Hall & Events Manager to distribute the Town Hall Schedule of Fees and Charges to Councillors.

##### **448. FINANCE AND OTHER MATTERS**

The Council received, for information, the following: -

- a) Report of the Assistant to the Town Clerk (Appendix 11)  
Noted That Councillors were reminded to respond to the invitation to the Council event planned for 24<sup>th</sup> April by the deadline of 14<sup>th</sup> April, if they had yet to do so.;
- b) Notes of the Town Hall & Markets Consultative Group Meeting held on 15<sup>th</sup> March, 2023 (Appendix 12) subject to an

amendment at Note 10(i)– to indicate it was the Secretary of the Neighbourhood Development Plan Steering Group in attendance, not the Project Manager;

c) Notes of the Goose Fair Consultative Group Meeting held on 23<sup>rd</sup> March, 2023 (Appendix 13);

d) Updates

i) From representatives serving on outside bodies:

Tavistock BID Company – a future vacancy was noted. It was suggested it would be beneficial for anyone who planned to stand for nomination have relevant experience of the work and activities of the Town Council and also of operating a relevant business.

The Mayor thanked the outgoing representative for their diligence in representing Council and Business interests over the preceding Council term.

ii) From Members who had attended training sessions: none received.

Noted That a query was raised with regard to upcoming training for Councillors returned at the May elections. Councillors were reminded of the 'Being a Good Councillor' session planned for Tuesday 11<sup>th</sup> July, 2023, and were advised that updates on other training events would be provided as/when available.

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

No items brought forward.

**450. URGENT MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE TOWN MAYOR**

It being the last meeting of Council prior to the May elections Councillor H Smith read a short personal statement expressing appreciation to Councillor colleagues and staff, and extending best wishes for the future.

On behalf of the Council the Mayor thanked Councillor Smith for his work on behalf of the Council and extended best wishes for the future.

## **EXCLUSION OF PRESS AND PUBLIC**

### **451. 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**

### **452. 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 person or persons other than the Council).

The Council received and considered Minute Nos. 435 - 439 of the Meeting of the Budget & Policy Committee (Appendix 4 refers) held on Tuesday 28<sup>th</sup> March, 2023.

In the discussion arising reference was made, in particular, to:

- Minute No. 436 – Market Road Cottage
  - upcoming changes in Energy Performance Certification (EPC's), and the impact this might have on the Town Council due to its large portfolio of Listed Buildings (for which the current position was not clear);
  - the affordability/proportionality of works that might be required.
- Minute No. 439 – Guildhall Gateway Centre
  - Discussions as between the parties to the current operating agreement as to next steps and associated agreement in principle together with associated timelines;
- Town Hall Works – the General Manager reported that:
  - four Tenders had been received, ranging from £162,000 – £280,000, three of which were being considered (one having been ruled out on cost), with two in particular representing better value. A working budget of £215,000 had been identified for the works, subject to availability of funds. However, in the discussion arising, there was consensus that should the scheme also be capable of including re-pointing to the front elevation, that should be included (subject to affordability) both in the interests of

preserving the historic structure, and by way of reducing future expense (such as scaffold cost on a new contract at a future date);

- further due diligence was being undertaken including regarding the timing of works;
- Council staff might be involved in carrying out certain support works subject to availability;
- Museum – it was reported that additional temporary support works would cost iro £15,000, and it was anticipated that tenders for the work overall would be within the budgeted figure.

RESOLVED THAT the recommendations included in the foregoing report of the Committee (Minute Nos. 435 -439) be approved and adopted.

#### **453. PROPERTY, LEGAL & 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 the list of all those with debts to the Council dating from earlier than the last Quarter Day, and received relevant updates (Appendix 14).

ii. Town Hall Bar Stock Audit Report

The Council considered and noted the Bar Stock Audit Report, together with the End of Year Certificate (Appendix 15);

iii. Write off of Bad Debts & Related Matters

The Council considered the Briefing Note of the Town Clerk (Appendix 16) in respect of the above.

During the discussion, reference was made to;

- the history of these debts;
- the need for ongoing communication between departments when changes were made to bookings, in order that the bookings system could be updated accordingly to avoid such

accounting issues going forward in respect of forfeited deposits and outstanding amounts owed;

- that if in future contact details became available for those with a debt to the Council, these would be progressed in the usual way.

RESOLVED THAT the Council adopt the recommendations within the Briefing Note, as follows:

- a) Having reviewed the historic bad debts, as submitted, write those off in the sum £8,553.97 as listed in the Appendix.
  
- b) Forfeited Booking Fees/deposits: -
  - i. Tavistock Town Council agree that in future a ledger entry "Forfeited Deposits" be utilised on the profit and loss account and all forfeited deposits arising in any one financial year be attributed to that year accordingly;
  
  - ii. The current figure in connection with the above of £2,872.10 be transferred to 'Forfeited Deposits';
  
  - iii. As part of the normal operating arrangements the practice be adopted of regular checking of outstanding deposits against bookings with the relevant departments in order to ensure that there was clarity of identification between forfeited deposits and other circumstances where deposits may, by agreement, be otherwise utilised (for example attribution to other bookings, etc).

Noted That thanks were extended to the Financial Administrator, together with the Council's Accountant, for the work involved in reviewing the long-term debts outstanding to the Council.

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

### **454. PROPERTY LEGAL & FINANCE MATTERS**

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No items were brought forward.

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

The Meeting closed at 6.52pm.

Signed:

Dated:  
CHAIRMAN