

AGENDA ITEM No 3(a)

MINUTES

of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 25th JUNE, 2019 at 6.40pm.**

PRESENT

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

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

IN ATTENDANCE

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

Noted That prior to the commencement of the Meeting there was opportunity for quiet reflection led by Major Pamela Smith of The Salvation Army.

55. APOLOGIES FOR ABSENCE

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

56. DECLARATIONS OF INTEREST

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

57. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of the Tavistock Town Council held on Tuesday 28th May, 2019 (Appendix 1 refers) be confirmed as a correct record and signed by the Chairman.

58. PUBLIC REPRESENTATIONS & QUESTIONS

No questions had been received.

ITEMS REQUIRING A DECISION

59. ANNUAL GOVERNANCE STATEMENT 2018/19

The Council considered the relevant sections of the "Local Councils, Internal Drainage Boards and Other Smaller Authorities in England, Annual Governance and Accountability Return 2018-19 for the year

ended 31st March 2019” (Appendix 2 refers) including the report of the Internal Auditor.

More specifically in connection with the System of Internal Control (Section 1- Annual Governance Statement 2018/19) it was:-

RESOLVED THAT

- a) with regard to the Annual Governance Statement for the year ended 31st March 2019, 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 Chairman (Mayor) be authorised to sign same on behalf of the Council.

60. ACCOUNTING STATEMENTS 2018/19

The Council considered the relevant section of the “Local Councils, Internal Drainage Boards and Other Smaller Authorities in England, Annual Governance and Accountability Return 2018-19 for the year ended 31st March 2019”.

More specifically the Accounting Statements 2018-19 (Section 2) together with the Statement of Accounts of the Authority prepared by the Accountant to the Council (Appendix 3 refers).

RESOLVED THAT

- a) the Accounting Statements 2018-19 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 Chairman (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 2019 be received and adopted.

Noted That the Council’s Accountant would be attending immediately prior to the July Council Meeting to provide finance training, and opportunity to answer any queries with regard the accounting statements.

61. GENERAL FINANCE

The Council considered the following:

a. **Schedule of Payments**

The Council received and considered copies of the monthly accounts as at 30th April, 2019 (Appendix 4);

b. **Budget Monitoring Report**

The Council received and considered a copy of the Budget Monitoring Report as at 30th April, 2019 (Appendix 5).

In response to a query it was confirmed that the budget for the prospective public toilets would be assessed during the budget setting period later in the year. It was anticipated to be iro £60,000 - representing approximately 10% of the Precept.

c. **Internal Audit Report 2018-2019** (Appendix 6)

The Council received and considered the Internal Audit Report 2018-2019, dated 22nd March 2019, as provided by the Internal Auditor.

Noted That the Auditor undertook to investigate colour coding issues with his Report, and also corrected the date on the Annual Internal Audit Report 2018-2019 (page 3).

d. **Tenders**

- i. The Council's Internal Auditor had confirmed that authorisation was not required for the Responsible Finance Officer, in consultation with the Mayor, to open (but not accept) the tenders for the Guildhall Gateway Centre Project with associated due diligence;
- ii. It was noted that a Special Meeting of Council might be required to determine whether to accept a tender/agree next steps.

62. BUDGET & POLICY COMMITTEE (INCLUDING THE ORGANISATIONAL RISK REGISTER)

The Council considered Minute No's 36-43 of the Meeting of the Budget & Policy Committee (Appendix 7) held on Tuesday 4th June, 2019, the recommendations being reported by rote.

RESOLVED THAT Tavistock Town Council endorse and adopt the:

- o Corporate Service Plan as a basis for the delivery of related Council Services, 2019-20;

- Tavistock Town Council Organisational Risk Register;
- Commercial/Community Service Plan as the basis for the delivery of related Council Services 2019-20 and the accompanying Service Risk Register.

Noted That consideration of Minute No's. 44 - 45 would be deferred until later in the Meeting in view of the confidential nature of the business to be transacted.

63. DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE (DM&L)

The Council considered the following:-

- a. **Development Management & Licensing Committee - Meeting held on Tuesday 11th June, 2019**– Minutes of the Meeting (Appendix 8) of the Development Management & Licensing Committee held Tuesday 11th July, 2019 (Minute No's 46 - 54 inclusive).

RESOLVED THAT the Minutes be received.

64. OTHER MATTERS

- a) To consider appointments to Other/Outside Bodies;
 - i. Tavistock Museum Trust – following the Trust's offer of a second observer being appointed, it was;

RESOLVED THAT Councillor A Fey be appointed second Observer to the Tavistock Museum Trust

- ii. Jessie Ann Alford Charity – following the decision of a previous Trustee not to continue in the role, it was:

RESOLVED THAT Councillor Mrs M Ewings be appointed to the Jessie Ann Alford Charity as Trustee

- iii. Grants Panel – volunteers were invited to put themselves forward to form the Grants Panel for 2019. It was:

RESOLVED THAT Councillors Ms L Crawford, J Ellis, A Hutton, Mrs U Mann, Mrs G Parker, B Smith, H Smith, P Squire and

P Williamson be appointed.

Noted That Members of the Grants Panel were reminded that there was a very short time slot for applications to be assessed and scores forwarded to the Assistant to the Town Clerk.

b) Restricted Road & 30 mph Speed Limit Order – Butcher Park Hill, Tavistock

The Council received and considered the above Traffic Order, the contents of which were noted (Appendix 9)

c) Notice of Motion

The Council considered the following Motion as proposed by Councillor Ms L Crawford and seconded by Councillor Mrs U Mann;

It is now clear that the world has less than 11 years to switch away from fossil fuels to avoid the worst impacts of climate change. Reducing energy use and switching to clean energy will also increase energy security, improve air quality, minimise fuel poverty, boost the local economy and provide jobs and training.

It is proposed that Tavistock Town Council declares a climate emergency and commits to going carbon neutral by 2030. In declaring an emergency we will raise the profile of the issue and help to secure future financial commitments to achieve these carbon reductions.

The Council

- *Declare a 'Climate Emergency'*
- *Pledge to take actions within the Council's power to make Tavistock carbon neutral by 2030.*
- *Place this issue on Council and Committee agendas to agree strategies and action plans to take into account the effect on the progress towards the carbon neutral target and increased biodiversity.*
- *Work with other local authorities, appropriate government departments and other organisations to determine, implement and deliver best practice methods.*
- *Set up a working party of interested councillors and community groups to:*
 - a) *identify best practices in measuring, tracking and reducing carbon footprint and caring for the environment as individuals and as a community; and*

b) make further recommendations to the council regarding actions that could be taken in support of the climate emergency.

In the discussion arising reference was made to a range of points, including:-

- international approaches to climate change and interpretations of the available evidence;
- actions the Council was already taking, and potentially could take (eg hydroelectric/solar);
- views on the impact Tavistock Town Council could make with regard to this matter;
- the costs/benefits involved with making meaningful changes and the associated need for an evidence based and costed approach to the application of public monies;
- the need for clarity (baseline information) as to how such actions could be measured to ascertain success, or otherwise;
- the tight timescales proposed, especially in view of that put forward by some stakeholders (IPCC);
- positive work being initiated locally by the local government 'family' and led by DCC through the Local Resilience Forum supporting the Devon Climate Declaration and development of a county wide Carbon Plan;
- whether or not a political declaration was sought (without financial implications), or a more involved work programme with consequential financial implications;
- the need for appropriate due diligence to be undertaken to enable an informed decision to be made.

The first part of an amended (two part) motion to declare a climate emergency at that time was unsuccessful, the second part being carried in the affirmative was as follows:

RESOLVED THAT, the matter be referred to the Budget & Policy Committee to recommend the actions that can be taken by the Town Council in support of the climate emergency.

ITEMS CIRCULATED FOR INFORMATION ONLY

The following items had been circulated for information only.

65. SERVICE REPORTS

The Council received and noted the reports of the General Manager, Works Department, Town Hall/Butchers' Hall and Pannier Market (Appendices 10 – 13 refer).

Noted That

- appreciation was expressed to the General Manager for the way the Pannier Market Public Realm works had been completed in a challenging environment;
- Blue Heart Campaign – a Member advised Council of this campaign, which aimed to re-wild small areas.

66. FINANCE AND OTHER MATTERS

The Council received, for information the following:-

- a. Report of the Assistant to the Town Clerk (Appendix 14);

Noted That;

- Members' attention was drawn to the change of date of this year's Civic Service, which would now take place on Sunday 29th September, 2019;
 - The number of Councillors attending training sessions was commended
- b. Devon County Councillor Report (Appendix 15);
 - c. West Devon Borough Councillor Report– report of West Devon Councillor S Hipsey (Appendix 16);
 - d. Police Report (Appendix 17);
Noted That a Member had reported ongoing issues at Crowndale with regard fires being lit, broken glass etc, the Police having been informed.
 - e. Tavistock BID Company – Minutes of the Meeting held on the 15th May, 2019 (Appendix 18);
 - f. Town Hall & Markets Consultative Group – Notes of the Meeting held on the 18th June, 2019 (Appendix 19);
 - g. Project Update;
 - i. Townscape Heritage Initiative - there were no new matters to update

- ii. Guildhall Gateway Centre Project – there were no new matters to update
- h. Updates from Council representatives serving on outside bodies:-
 - i) Oke Rail Forum – a representative advised that Devon County Council had conducted an analysis of the A386, which might result in some improvements to help with such matters as ‘travel to work times’.

67. COMMUNICATIONS FROM THE MAYOR

The Mayor reminded Members of the following;

- a) The Policy Scoping Meeting due to take place on Tuesday 9th July, 2019 at 6.30pm in the Council Chamber, all Members were encouraged to attend to identify and prioritise prospective initiatives;
- b) OSSR Plan (Open Spaces, Sports & Recreation Plan) – that a presentation was due to be made at the Development Management & Licensing Committee Meeting on 2nd July, 2019. All Members were encouraged to attend, particularly those who had previously put themselves forward to form the Town Council’s Group to progress the Plan, in partnership with West Devon Borough Council;
- c) Devon & Somerset Fire Service – representatives of the Service had offered to visit the Council to discuss the proposals to change the cover provided to Tavistock, and the impacts this might have especially in view of the large number of new housing developments proposed in the town.

Noted That in response to a question the possibility of inviting representatives of the Service to attend a future Council Meeting was raised.

EXCLUSION OF PRESS AND PUBLIC

68. 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 DECISION

69. BUDGET & POLICY COMMITTEE CONT'D

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

The Council considered confidential Minute No's 44 - 45 of the Meeting of the Budget & Policy Committee (Appendix 7 refers) held on 4th June, 2019.

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

70. PROPERTY, LEGAL AND FINANCE MATTERS

(**CONFIDENTIAL** by virtue of relating to legal and/or commercial matters, staff and/or the financial or business affairs of 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 (Appendix 20).

ii. UPDATES

The Clerk confirmed that the Council's Solicitors would be attending the Council Meeting in either September or October, 2019 to provide an update on the Council's outstanding legal matters.

The Press and Public were readmitted to the Meeting.

The Meeting closed at 8.27pm.

Signed.....

Dated.....

CHAIRMAN