

## **AGENDA ITEM No 3a**

### **MINUTES**

of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 26<sup>th</sup> JUNE, 2018 at 6.45pm.**

### **PRESENT**

Councillor P Ward (Mayor)

Councillor Mrs A Johnson (Deputy Mayor)

Councillors Mrs M Ewings, A Hutton, P Palfrey, Mrs L Roberts, E Sanders, J Sheldon, P Squire, A Venning, Mrs J Whitcomb and P Williamson

### **IN ATTENDANCE**

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

Mr D Kemp (the Council's Accountant)

Prior to the Meeting there was an opportunity for quiet reflection led by Major Pamela Smith (Salvation Army) and a brief presentation from Mr D Palmer (Redeeming Our Communities (ROC)).

### **34. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors Ms L Crawford, A Fey, A Lewis and P Sanders.

### **35. DECLARATIONS OF INTEREST**

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

### **36. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Annual Meeting of Tavistock Town Council held on Tuesday 22<sup>nd</sup> May, 2018 be confirmed as a correct record and signed by the Chairman (Appendix 1)

## **ITEMS REQUIRING A DECISION**

### **37. ACCOUNTS AND ANNUAL RETURN FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2018:ANNUAL GOVERNANCE STATEMENT 2017/18**

The Council considered the relevant sections of the "Local Councils, Internal Drainage Boards and Other Smaller Authorities in England,

Annual Governance and Accountability Return 2017-18 for the year ended 31<sup>st</sup> March 2018" (Appendix 2). More specifically the System of Internal Control (Section 1- Annual Governance Statement 2017/18).

Arising from the foregoing it was;

RESOLVED THAT

- a) with regard to the Annual Governance Statement for the year ended 31<sup>st</sup> March 2018, 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.

Noted That reference was made, inter alia, to the outcome of the Annual Internal Audit Report.

**38. ACCOUNTS AND ANNUAL RETURN FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2018: ACCOUNTING STATEMENTS 2017/18**

The Council considered the relevant section of the "Local Councils, Internal Drainage Boards and Other Smaller Authorities in England, Annual Governance and Accountability Return 2017-18 for the year ended 31<sup>st</sup> March 2018" (Appendix 2). More specifically the Accounting Statements 2017-18 (Section 2) together with the Statement of Accounts of the Authority prepared by the Accountant to the Council (Appendix 3).

The Council's Accountant made a brief presentation to the Council and responded to questions from the floor. Attention being drawn, in particular, to the challenges posed by a demanding ongoing capital programme.

RESOLVED THAT

- a) the Accounting Statements 2017-18 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 Financial 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 31<sup>st</sup> March 2018 be received and adopted subject to the deletion of 'Cllr J Moody' and insertion of 'Cllr P Sanders' in the list of Councillors on page 3.

**39. GENERAL FINANCE**

The Council considered the following:

**a) Schedule of Payments**

The Council received and considered copies of the monthly accounts as at 30<sup>th</sup> April, 2018 (Appendix 4)

Noted that in response to a query it was reported entry 6756 on page 5035 of the schedule of payments principally related to Town Hall/Pannier Market. Enquiries were being made of the billing authority regarding attribution.

**b) Budget Monitoring Report**

The Council received and considered a copy of the Budget Monitoring Report as at 30<sup>th</sup> April, 2018 (Appendix 5)

**c) Fixed Asset Register**

The Council received and endorsed a copy of the Council's Fixed Asset Register as at 31<sup>st</sup> March, 2018 (Appendix 6)

**40. DEVELOPMENT MANAGEMENT AND LICENSING COMMITTEE (DM&L)**

The Council considered the following:-

**a. Development Management and Licensing Committee – 29<sup>th</sup> May, 2018** (Appendix 7)

The Minutes of the Meeting of the Development Management and Licensing Committee held on 29<sup>th</sup> May, 2018 (Minute No's 14-24 inclusive)

**b. Development Management & Licensing Committee – 19<sup>th</sup> June, 2018** (Appendix 8)

The Minutes of the Meeting of the Development Management & Licensing Committee held on 19<sup>th</sup> June, 2018 (Minute No's 25-33 inclusive)

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

**41. APPOINTMENT TO OUTSIDE BODIES – TAVISTOCK MATTERS**

The Council had previously been invited to appoint three Members to the Tavistock Matters Consultative Group. It had been suggested that one Member from each Ward be appointed.

RESOLVED THAT the following Members be appointed to this Group:

- Councillor P Squire (North Ward);
- Councillors Mrs M Ewings (South East Ward);
- Councillor Mrs A Johnson (South West Ward).

**ITEMS CIRCULATED FOR INFORMATION ONLY**

**42. SERVICE REPORTS**

The Council received and noted the reports of the General Manager, Works Department, Butchers' Hall, Town Hall and Pannier Market (Appendices 9-13 refer).

In response to matters raised/questions it was reported:

- a) General Manager - the completion of resurfacing work around play equipment in the Meadows was commended;
- b) Butchers' Hall - reference was made to an Art Exhibition recently held and upcoming events on Friday 29<sup>th</sup> June, 2018 (to which all Councillors were invited) and 14<sup>th</sup> July, 2018 (official opening);
- c) Pannier Market – seating within the building was under review.

**43. FINANCE AND OTHER MATTERS**

The Council received and noted the following:-

- a. Report of the Assistant to the Town Clerk (Appendix 14)  
Noted that attention was drawn to the list of forthcoming civic events contained within the report
- b. Town Hall & Markets Consultative Group – Notes of the Meeting held on 5<sup>th</sup> June, 2018 (Appendix 15)
- c. Tavistock Townscape Heritage Initiative;
  - i. THI Project Management Board – Minutes of the Meeting held on 1<sup>st</sup> May, 2018 (Appendix 16)
  - ii. Staffing - the Council received an oral update on the resourcing arrangements being put in place pursuant upon the upcoming departure of the THI Project Manager. Following consultation with HLF, and in view of

the remaining scheme duration, work was proceeding with a view to engaging a suitably qualified external resource to operate alongside increased Council staff input (in the area of complimentary initiatives).

- d. Guildhall Gateway Centre;
  - i. Steering Group – Minutes of the Meeting held on the 24<sup>th</sup> May, 2018 (Appendix 17)
  - ii. The Lease was now with Tavistock Heritage Trust’s solicitors. Subject to agreement on the Lease, and Service Level Agreement, matters would be progressed toward securing ‘permission to start’. In accordance with the Stage 2 Bid to HLF matters were in hand for the engagement of a part-time project management resource with a view to appointment, subject to HLF approval, in July.
- e. Arrangements for upcoming election to Tavistock Town Council;

It was reported one application had been received to fill the two vacant places on the Town Council. Therefore no election would now take place on 19<sup>th</sup> July, 2018, the successful candidate, Councillor A Fey had therefore been duly elected.

An election to fill the remaining place was now scheduled for 2<sup>nd</sup> August, 2018. It was noted that, in view of the timeline to full elections in 2019, this provided a good opportunity for someone to try the role for a shorter term than the usual 4 years.

- f. Updates – the following updates were received from Council representatives;
  - Pontivy Twinning Event – the Mayor had attended the recent 60<sup>th</sup> Anniversary event in Pontivy, where there had been an exchange of gifts and he had signed a new Charter together with the Mayor of Pontivy. Reference was made to diminishing support for Twinning Associations and whether there might be ideas for how they could be rejuvenated;
  - Kingdon House Association – it was reported that external works to the building were hoped to start in November 2018;
  - Destination Okehampton - further train journeys from Okehampton to Exeter were taking place - flyers detailing these events were expected to be available shortly;
  - Tavistock BID Company – the Council’s appointed representative confirmed that he had attended the recent

BID Meeting and hoped to attend the next meeting of the Chamber of Commerce.

- Safe Havens – whilst not appointed to this organisation by the Council, a Member confirmed that a 3<sup>rd</sup> Syrian family was now living in Tavistock

**44. 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**

**45. PROPERTY AND FINANCE MATTERS**

(**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)

- 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 (Appendix 18)
- ii. Updates
  - a) Meadowlands – it was anticipated Council would shortly be invited to appoint representatives to attend at mediation;
  - b) Tennis Club Lease – recent progress had been slower than expected but agreement was substantially near;
  - c) Barley Market Street – an update was provided on matters relating to the small area of ground which was believed to be in the ownership of the Town Council but had been subject to an application to register title by the Borough Council. The Meeting endorsed the Clerk putting in place arrangements to protect the Council’s title.
  - d) Corn Market – a further report would be made as/when next steps were introduced.

The Press and Public were readmitted to the Meeting.

**46. 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 7.36pm.

Signed.....

Dated.....

CHAIRMAN