**AGENDA ITEM No 3(a)**

**MINUTES** of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 18th APRIL, 2017** at **6.55pm**

**PRESENT** Councillor Mrs M Ewings (Mayor)

Councillor P Sanders (Deputy Mayor)

Councillors Mrs A Johnson, A Lewis, J Moody,

P Palfrey, E Sanders, J Sheldon, H Smith,

P Squire, A Venning, P Ward, 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 Pam Stranks of Tavistock Methodist Church together with a report from Sgt David Anning. It being the last attendance of Sgt Anning prior to leaving the Police Service appreciation was extended for his contribution to the Community and Town.

Council further received an update from Mr C Barton on behalf of Devon County Council, and were able to ask questions, regarding the drainage works proposed for Bannawell Street.

**294. APOLOGIES FOR ABSENCE**Apologies for absence had been received from Councillors T Gibbins, Mrs L Roberts and C Rogers

**295. DECLARATIONS OF INTEREST**

 Councillor P Sanders declared a personal non-prejudicial interest in Minute 292 of the Budget & Policy Meeting, held on 11th April 2017, by virtue of being a Member of West Devon Borough Council

**296. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Tavistock Town Council held on Tuesday 7th March, 2017 to be confirmed as a correct record and signed by the Chairman (Appendix 1)

**ITEMS REQUIRING A DECISION**

**297. GENERAL FINANCE**

 **a) Schedule of Payments**

The Council received and considered copies of the monthly

 accounts, as at 28th February, 2017 (Appendix 2)

 **b) Budget Monitoring Report**

The Council received and considered a copy of the Budget Monitoring Report (Appendix 3) as at 28th February, 2017

**298. BUDGET & POLICY SUB-COMMITTEE**

Council considered the Minutes of the Meeting of the Budget & Policy Sub-Committee held on 11th April, 2017 (Appendix 4) Minute No’s 283-293;

RESOLVED THAT subject to:

1. The deferral of consideration of Minute No’s 292-293 in view of the confidential nature of the business to be transacted; and
2. Minute No 288 – the recommendation being amended to incorporate
	* 1. The deletion of the words ‘in the week’ and their replacement with ‘two weeks’; and
		2. Additionally clarification that if there were insufficient business of a significant policy, financial or strategic nature at a given time a Meeting would not be convened.
3. Minute No 290 – the addition of the words ‘subject to the outcome of the discussion to follow’ to follow ‘that’ and precede ‘on the basis’

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

Noted That in connection with Minute No 286 an update from a partner body was circulated (Appendix 5)

**299. PLANS COMMITTEE**

 **a)** **Plans Committee – 14th March, 2017** (Appendix 6)

The Minutes of the Meeting of the Plans Committee held on 14th March, 2017 (Minute No’s 266 – 273 inclusive)

**b) Plans Committee – 4th April, 2017** (Appendix 7)

The Minutes of the Meeting of the Plans Committee held on 4th April, 2017 (Minute No’s 274 – 282 inclusive)

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

**ITEMS FOR INFORMATION**

**300. SERVICE REPORTS**

The Council received and noted the reports of the General Manager, Works Department, Town Hall and Pannier Market (Appendices 8-11 refer)

**301. FINANCE AND OTHER MATTERS**

 The Council received and noted the following:

1. Goose Fair Fee Setting Meeting – Notes of the Meeting held on 16th March, 2017 (Appendix 12);
2. Report of the Assistant to the Town Clerk (Appendix 13);
3. THI Project Management Board – Notes of the Meeting held on the 28th February, 2017 (Appendix 14);
4. Tavistock BID Company – Minutes of the Meeting held on 15th February, 2017 (Appendix 15);
5. Tavistock Heritage Consultative Forum – Notes of the Meeting held on the 23rd March, 2017 (Appendix 16)
6. Tavistock Museum Charitable Trust – Minutes of the Trustees’ Meeting held on the 2nd March, 2017 and the Museum Annual Report (Appendices 17-18)
7. Southern Links Committee – Notes of the Meeting held on the 16th March, 2017 and DCC Locality Lead Officer Report (Appendix 19)

Noted that the possibility of the Town Hall’s Rundle Room being made available as a venue for future meetings of this body was referenced.

1. Outside Bodies updates;
* Destination Okehampton - the Town Council’s representative on this Group updated Members regarding the stand held on 11th March 2017, in the Pannier Market. Also outlined was the forthcoming summer timetable for the Okehampton-Exeter train route. The next Meeting of the Group was due to be held on 10th May, 2017
* Chamber of Commerce - the Town Council’s substitute representative on this group raised a query regarding the dates, timings and location of forthcoming Chamber Meetings.

Noted That the Assistant to the Town Clerk undertook to obtain this information on the Council’s representatives’ behalf

**302. COMMUNICATIONS FROM THE MAYOR**

The Council received the following communications from the Mayor who:-

i) advised she had that day opened the annual Music Festival which would be taking place over the next 3 weeks. Members were encouraged to attend;

ii) thanked staff who had helped out in the delivery of The Passion Play, held on Good Friday;

iii) looked forward to welcoming those Members who planned to attend the upcoming Civic Ball on Friday 28th April, 2017.

**303. 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**

**304. 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).

i) **BUDGET & POLICY SUB-COMMITTEE (CONT’D)**

The Minutes of the Meeting of the Budget & Policy Sub-Committee held on 11th April, 2017 (Minute No’s 292-293 inclusive):

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

Noted That - Minute No 292, it was further agreed a letter be sent to the Tenant expressing disappointment at a failure to honour a previous undertaking.

ii) **PANNIER MARKET**

 The Council considered a revised Briefing Note (Appendix 20) provided by the General Manager, together with an associated oral update, detailing the outcome of the tender opening which had taken place earlier that day

Arising therefrom a Meeting would take place with Pannier Market traders at 8.15am on Wednesday 19th April, 2017 to discuss with them the outcome/potential alternative arrangements.

 RESOLVED THAT the matter be determined in accordance with the decision listed in Confidential Minute 304(a)

iii) **BANNAWELL**

 The Council considered a Briefing Note (Appendix 21) and revised Briefing Note (Appendix 22) provided by the General Manager regarding a request for an easement in connection with the above.

 RESOLVED THAT subject to the following conditions the request be approved, namely:

1. Before any work is undertaken, the Council will need to enter into a deed of easement with the applicant to record the basis on which the rights are being granted. The applicant shall undertake to be responsible for the legal and surveying fees of the landowner, whether or not the deed is completed.
2. Confirmation that the land in the ownership of the landowner will be fully reinstated to its previous condition by the applicant. A condition survey will need to be agreed before work is commenced.
3. That the applicant agrees to be responsible for a ‘lift and shift’ provision should future development of/vehicular access be required to the play park area.
4. That the applicant
	* 1. Will accept responsibility for dealing with future flooding (in view of water level increases arising from the proposal) including maintenance costs;
		2. Will accept responsibility for any contamination arising from highway run-off and indemnify the landlord against any liability arising from same;
		3. Indemnify the landlord against any liability or obligation it might otherwise have associated with the disposal/discharge of water once it has left the Bannawell pond;
		4. Will confirm to the satisfaction of the landlord how it will regulate outflow/pond levels to avoid unacceptable flooding in the pond area.

Noted That disappointment was expressed that the proposed scheme had been developed on a 30 year event timeline. Further that it did not make provision for anticipated additional development in the vicinity which was expected to come on-stream shortly.

 iv) **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 23)

RESOLVED THAT all Town Hall debts listed with a value of less than £100 be written off.

Noted That if possible the above be undertaken in such a manner that should sufficient information become available to seek to recover the debt in future it can.

v) **TOWN HALL BAR STOCK AUDIT**

The Council considered and received the Stock Audit and Analysis Report for the period 5th January – 29th March, 2017 (Appendix 24)

 The Press & Public were readmitted to the Meeting

**305. 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 8.37pm

Chairman ………………………………………………………

Date……………………………………………………………….