

AGENDA ITEM 3a

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held on **TUESDAY 24th JUNE, 2025 at 6.30pm** at **THE COUNCIL CHAMBER, TOWN COUNCIL OFFICES, DRAKE ROAD, TAVISTOCK**

PRESENT Councillor S Hipsey (Mayor)
Councillor Mrs A Johnson (Deputy Mayor)

Councillors R Edlmann, Ms M Ewings, A Hutton,
Mrs J Hughes, N Martin, Mrs B Moody, J Moody, T
Munro, G Parker, B Smith, A Venning.

IN ATTENDANCE Town Clerk, Assistant to the Town Clerk, Works Manager.

Prior to the commencement of the Meeting there was opportunity at:
6.25pm – for Members to receive a few moments of Quiet Reflection as provided by David Palmer of Tavistock Area Christians Together.

COMMENCEMENT OF MEETING

59. APOLOGIES FOR ABSENCE

Apologies for Absence had been received from Councillors A Lewis, R Poppe and P Ward.

60. DECLARATIONS OF INTEREST

The following Declaration of Interest was made;
Councillor A Hutton in respect of Council Minute No. 24 – Tavi Helps by virtue his involvement with the organisation.

Noted That – A Member sought clarification on arrangements for the declaration of interests, alongside whether a Meeting might advise of the prior decision upon a declarants return to the room. Reference being made, in particular, to the content of Minute No 24 as regarded Budget and Policy Committee Minute No 429.

61. CONFIRMATION OF MINUTES

a) RESOLVED THAT the Minutes of the Meeting of Tavistock Town Council held on Tuesday 27th May, 2025 be confirmed as a correct record and signed by the Chairman (Appendix 1).

62. PUBLIC REPRESENTATIONS & QUESTIONS

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

ITEMS REQUIRING A DECISION

63. ANNUAL GOVERNANCE STATEMENT

- i) The Council considered in-year financial reporting and assurance arrangements and received, considered and endorsed the Tavistock Town Council:
 - o Year End Internal Audit Observations and Internal Audit Summary 2024-25 (Report of the Internal Auditor) (Appendix 2);
 - o Annual Internal Audit Report 2024-25 (Appendix 3); which indicated that the internal control objectives had been met.
- ii) The Council then proceeded to review the Annual Governance Statement (section 1) (Appendix 4), section by section and, in relation to the System of Internal Control including arrangements for the preparation of the Accounting Statements for the year ended 31st March, 2025, arising from which it was:

RESOLVED THAT

- a) with regard to the Annual Governance Statement for the year ended 31st March 2025, 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 to the two minor items identified by the Internal Auditor under ‘Year End Internal Audit Observations’, and the overall assessment which represented a positive assessment of the financial assurance and management arrangements of the Council over the course of the prior financial year. Appreciation was expressed to the Council’s Accountant and Finance Team.

64. ACCOUNTING STATEMENTS

- i) The Council considered Section 2 (Accounting Statements 2024/25) of the Annual Governance and Accountability Return 2024/25 for the year ended 31st March 2025 as prepared by the Responsible Financial Officer (Appendix 5) arising from which it was:-

RESOLVED THAT

- a) the Accounting Statements 2024-25 listed in Section 2 of the Annual Return be received and adopted as a reasonable statement of the activities of the Council;
 - b) the Mayor be authorised to sign same on behalf of the Council.
- ii) In view of the requirements associated with the timeframe for the period for the exercise of public rights it was further:

RESOLVED THAT the period for the exercise of public rights of inspection in connection with the foregoing be 26th June 2025 – 6th August 2025.

65. GENERAL FINANCE

The Council considered the following:-

a) Schedule of Payments

The Council received and considered copies of the monthly accounts as at 31st May, 2025 as listed on the Council website (Appendix 6);

b) Budget Monitoring Report

The Council received and considered a copy of the Budget Monitoring Report (Appendix 7) as at 31st May, 2025.

66. BUDGET & POLICY COMMITTEE

The Council considered the Minutes of the Meeting of the Budget & Policy Committee (Appendix 8) held on Tuesday 10th June, 2025, the recommendations being reported by rote.

RESOLVED THAT subject to consideration of Minute Nos. 48-49 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 Budget and Policy Committee (Minute No's 38-47 refer) be approved and adopted.

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

The Council considered the following: -

- i) Development Management & Licensing Committee - Minutes of the Meeting held on Tuesday 3rd June, 2025 (Appendix 9) (Minute No's 27-37 inclusive) the recommendations being reported by rote;

RESOLVED THAT the Recommendations included in the foregoing report of the Development Management & Licensing Committee be approved and adopted.

- ii) Development Management & Licensing Committee - Minutes of the Meeting held on Monday 23rd June, 2025 (Appendix 10) (Minute No's 50-58 inclusive) the recommendations being reported by rote.

RESOLVED THAT the Recommendations included in the foregoing report of the Development Management & Licensing Committee be approved and adopted.

Noted That :-

- In response to a question it was reported clarification was being sought from the Local Planning Authority (LPA) in connection with Tavistock Town Council and regarding arrangements appropriate for the conduct of pre-application engagement from developers of major sites. This would enable the fair and consistent treatment of such matters going forward.
- Appreciation was expressed for the prompt 'turn-round' of the Minutes of the foregoing meeting.

ITEMS CIRCULATED FOR INFORMATION ONLY

68. SERVICE REPORTS

The Council received, for information, the Reports of the General Manager and the Managers of the Pannier Market, Works Department and Town Hall & Butchers' Hall (Appendices 11-14 refer).

- i. General Manager Report (Appendix 11)
- ii. Pannier Market Report (Appendix 12);
- iii. Works Department (Appendix 13);

Noted That: in response to questions:

- in response to a query an update was provided in connection with communications with, and matters arising from, recent and upcoming contacts with the Tavistock Museum Trust;
- recent works to the Tree of Heaven, and next steps, were outlined;
- the annual scything of the Green Meadow in the Cemetery would be undertaken in July, rather than August as usual, due to the increased growth this year. Volunteers to help with this would be sought in the usual manner.

- iv. Town Hall & Butchers' Hall Report (Appendix 14).

69. FINANCE & OTHER MATTERS

The Council received, for information, the following: -

- a) Report of the Assistant to the Town Clerk (Appendix 15)

Noted That: arising from recent communications:

- i) Local Cycling and Walking Infrastructure Plan LCWIP – a consultation had been received from West Devon Borough Council seeking suggestions for small scale works consistent with the Plan. A request from the Town Council for an extension to enable response had been granted and the matter would now be placed before the next meeting of the DML Committee. On a related matter a report had been received from a third party in connection with suggestions for cycle parking at various locations in the Town. In response the Council had undertaken to review and respond in relation to those sites in its ownership. Although not appropriate for it to progress the other matters identified, the Council would signpost the correspondent to the relevant authorities – Devon County Council and West Devon Borough Council, in connection with the other content that related to the roles/responsibilities of those authorities.
- ii) Correspondence had been received from West Devon Borough Council postponing a scheduled meeting between the authorities on Local Government Reorganisation in West Devon. The next meeting of the Town Council LGR Working Group was therefore likely to be subject to deferment til after the joint meeting. A Member provided a further update on recent and anticipated developments around LGR, together with responding to questions of a planning nature.
- iii) Following a question from a Member the Council noted with sadness the departure of the longstanding County Officer from that role with the Devon Association of Local Councils. Individual Members, and the Council, expressed appreciation for the breadth, depth and quality of her contribution, both to this Council, and to the local government family in the County/beyond and extended best wishes for the future.

- iv) In response to a question arrangements previously agreed with a social housing provider in connection with properties on Market Road were outlined.
- b) Notes of the Town Hall & Markets Consultative Group Meeting held on Tuesday 17th June, 2025 (Appendix 16).
Noted That:-
 - it was reported that a 20% Sunday rent concession for traders had been agreed in principle;
 - a Trader Consultation Meeting had been scheduled for 22nd October, 2025 in the Town Hall.
- c) West Devon Borough Councillor Report – as provided by Borough Councillor Mrs D Sellis (Appendix 17).
Noted That it was reported that the updated Conservation Area Management Plan and Appraisal would go before the Borough Council's HUB Committee shortly and that re-consultation on the Plan was not considered necessary given the consensus on content. The Council had previously requested of WDBC, in view of the collaboration on and endorsement of document content, that it be associated with the document by virtue of inclusion of its logo &/or name on the cover page.
- d) The following Member update or feedback was brought forward:
 - i. Representatives on outside bodies:
 - o Tavistock Rail – the Council's representative reported that;
 - a meeting of the group had taken place on 19th June;
 - the decision of the Government as to whether or not the line would be re-instated was still awaited;
 - a GWR Conference was taking place that day with Lord Peter Hendy having invited a delegation to attend, so it was felt there was still some hope;
 - o Tavistock Museum – a query was raised regarding condition, also arrangements for listed buildings/buildings at risk and related matters.
 - ii. Feedback from Members following attendance at any training sessions: none brought forward.

EXCLUSION OF PRESS AND PUBLIC

70. 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

71. BUDGET & POLICY COMMITTEE CONTINUED

(**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. 48 - 49 of the Meeting of the Budget & Policy Committee (Appendix 8 refers) held on Tuesday 10th June, 2025, each recommendation being taken in turn.

RESOLVED THAT the Recommendations included in the foregoing report of the Budget and Policy Committee (Minute No's 48-49 refer) be approved and adopted.

Arising from Minute No. 48 Re-Tendering of Energy Contracts, it was further:

RESOLVED THAT Councillor Mrs A Johnson be appointed to attend at the tender opening on 16th July, 2025.

72. PROPERTY, LEGAL & 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' REPORT

The Council considered and noted a list (Appendix 18) of all those with debts to the Council dating from earlier than the last Quarter Day and received updates accordingly.

CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY

73. PROPERTY, LEGAL & 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. LANDLORD & TENANT MATTERS

No updates were brought forward.

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

The Meeting closed at 8.02pm.

Signed:

Dated:
CHAIRMAN