

## **AGENDA ITEM No 3a**

**MINUTES** of the Meeting of the **TAVISTOCK TOWN COUNCIL** held on **TUESDAY 4<sup>th</sup> NOVEMBER, 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, Mrs J Hughes, A Hutton,  
A Lewis, N Martin, Mrs B Moody, J Moody, T Munro,  
G Parker, B Smith, P Ward, Ms S Wood.

**IN ATTENDANCE** Town Clerk, General Manager, Office & Finance Manager.

Prior to the commencement of the Meeting, Members received at:  
**6.25pm** - a few moments of Quiet Reflection led by Reverend Judith Blowey from St Eustachius' Church, Tavistock followed by an update from the County Councillor for the Parish, Mrs D Sellis.

### **COMMENCEMENT OF MEETING**

#### **185. APOLOGIES FOR ABSENCE**

Apologies for Absence had been received from Councillors Ms M Ewings, R Poppe and A Venning.

#### **186. DECLARATIONS OF INTEREST**

The following Declaration of Interest was made at this point in the Meeting: Councillor Mrs B Moody in connection with Minute no 167(a) by virtue of appointment, by the Council, to the organisation concerned.

#### **187. CONFIRMATION OF MINUTES**

a) RESOLVED THAT the Minutes of the Meeting of Tavistock Town Council held on Tuesday 16<sup>th</sup> September, 2025 be confirmed as a correct record and signed by the Chairman (Appendix 1).

#### **188. PUBLIC REPRESENTATIONS & QUESTIONS**

None received.

### **ITEMS REQUIRING A DECISION**

#### **189. GENERAL FINANCE**

The Council considered the following:-

a) Schedule of Payments

The Council received and considered a copy of the monthly accounts as at 31<sup>st</sup> August and 30<sup>th</sup> September, 2025 as listed on the Council website (Appendix 2);

b) Budget Monitoring Report.

The Council received and considered a copy of the Budget Monitoring Report as at 30<sup>th</sup> September, 2025 (Appendix 3);

c) Notice of Conclusion of Audit

The Council considered and endorsed the report of the External Auditor (Appendix 4) advising that, in it's view, the Annual Governance & Accountability Return 2024-25 had been prepared in accordance with proper practices and raised no issues that gave cause for concern.

## **190. BUDGET & POLICY COMMITTEE**

The Council considered the Minutes of the Meeting of the Budget & Policy Committee (Appendix 5) held on Tuesday 21<sup>st</sup> October, 2025, the recommendations being reported by rote.

RESOLVED THAT subject to consideration of Minute Nos. 171-175 being deferred to a later point in the Meeting, in view of the confidential nature of the business to be transacted, and subject to the inclusion of the addition as listed below:

Minute No 166, the addition of the following words to the resolution 'together with any amendments as necessary for factual accuracy to reflect changes in historic interpretation' to follow the words '2025-30' and precede the 'supplementary addendum'.

the Recommendations included in the foregoing report of the Budget and Policy Committee (Minute No's 163 -170 refer) be approved and adopted.

**Noted That** Councillor Mrs B Moody declared a non-prejudicial interest in Minute no 167 by virtue of appointment, by the Council, to the organisation concerned.

## **191. DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE (DM&L)**

The Council considered the following: -

- i) Development Management & Licensing Committee - Minutes of the Meeting held on Tuesday 6<sup>th</sup> October, 2025 (Appendix 6) (Minute

No's 154-162 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 27<sup>th</sup> October, 2025 (Appendix 7) (Minute No's 176-184 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.

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

#### **192. 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 8 -11 refer).

- i. General Managers Report (Appendix 8);  
Noted That appreciation was expressed in relation to the operation of Tavistock Goose Fair, 2025 and, in response to a question, an outline was provided in relation to operational arrangements for the conduct of activities on Council owned/managed land and for prospective arrangements for Council support for an externally managed athletics event. Progress with repairs to the Guildhall flexi-lift were reported.
- ii. Pannier Market Report (Appendix 9);  
Noted That following trader/stakeholder engagement amended arrangements for Pannier Market opening times had been agreed for 2026-27 namely Saturday opening til 4.30pm, daily June to August til 4.30pm, December to Christmas (this year and next) til 4.30pm and at other times 4.00pm. The arrangement and constructive approach as between traders and staff was welcomed.
- iii. Works Department (Appendix 10);  
Noted That reference was made to a recent initiative targeting dog fouling.

iv. Town Hall & Butchers' Hall Report (Appendix 11).

## **193. FINANCE & OTHER MATTERS**

The Council received, for information, the following: -

- a) Report of the Assistant to the Town Clerk (Appendix 12)

Noted That: in light of recent attendance levels attention was drawn to the importance of Member attendance at key civic ceremonial events such as the Ball, Civic Service, Remembrance etc. These were included on the annual calendar of meetings and Members were requested to keep their diaries free.

Pursuant to a recent briefing open to all Members of Council an invitation, received from West Devon Borough Council, to appoint 4-6 Members to serve on a Steering Group for a Community Economic Plan for the Town was reported

RESOLVED THAT the Borough Council be advised of the following, Councillors S Hipsey, A Hutton, A Johnson, B Moody, J Moody, G Parker, B Smith.

Noted That a discussion took place in connection with the purpose and priorities of such an initiative consistent with the prior deliberations of the Budget and Policy Committee and Council.

- b) the Report as provided by Councillor J Moody of West Devon Borough Council (Appendix 13);
- c) The Notes of the Goose Fair Operational Meeting held on 18<sup>th</sup> September, 2025 (Appendix 14);
- d) The Notes of the Whitchurch Down Consultative Group Meeting held on 15<sup>th</sup> October, 2025 (Appendix 15) – subject to the deletion of the Town Clerk from the list of those in attendance.
- e) The following Member update or feedback was brought forward:
  - i. Representatives on outside bodies:
    - Kingdon House – it was reported that the promotion of works space was occurring;
    - Oke Rail Forum – positive progress with the Okehampton interchange was reported;
    - Health & Wellbeing Alliance – Police involvement was reported;
    - Tavistock BID – a Member reported regarding renewal.

## **EXCLUSION OF PRESS AND PUBLIC**

### **194. 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**

### **195. 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. 171-175 of the Meeting of the Budget & Policy Committee (Appendix 5 refers) held on Tuesday 2<sup>1st</sup> October, 2025, each recommendation being taken in turn.

Noted That in connection with Minute no 175 the approach as set out at items (i)-(iii) was outlined and endorsed.

Reference was made to particular and/or non-standard issues which could arise from larger and more complex events, necessitating an appropriate distinction between operational and policy matters as applicable. Recent communications in connection with both new and longstanding community events were referred to by way of context, alongside acknowledgement of the duty of care the Council owed to staff in relevant circumstances.

Arising from consideration of the foregoing the Council endorsed the importance of an approach that continued to be impartial, uniform/consistent, and which was underpinned by commitment to public safety and the proportionate evaluation of risk.

RESOLVED THAT the Recommendations included in the foregoing report of the Budget and Policy Committee be approved and adopted.

### **196. 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 16) of all those with debts to the Council dating from

earlier than the last Quarter Day and received updates accordingly.

Noted That:

- a) an oral update was given regarding the outcome of proceedings earlier in the day in connection with the first Debtor as listed which had found in favour of the Council;
- b) in response to a question the General Manager advised changes in assessment arrangements, together with other factors, suggested the impact of legislation in relation to Energy Performance Certificates and Commercial premises was likely to be less impactful than previously anticipated and it was expected that the budget provision requested would likely be revised down to a total of £10,000.

ii. **TOWN HALL BAR STOCK AUDIT**

The Council considered and noted the Town Hall Bar Stock Audit for the period 30<sup>th</sup> June – 30<sup>th</sup> September, 2025 (Appendix 17).

Noted That In response to a question remedial actions being taken to address the points for improvement identified were outlined.

**CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY**

**197. PROPERTY, LEGAL & FINANCE MATTERS**

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i. **LANDLORD & TENANT MATTERS**

No updates were brought forward.

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

The Meeting closed at 8.29pmpm.

Signed:

Dated:  
CHAIRMAN