AGENDA ITEM No 3

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held on **TUESDAY 9th JUNE, 2026 at 6.30pm** at **THE COUNCIL CHAMBER, TOWN COUNCIL OFFICES, DRAKE ROAD, TAVISTOCK**

PRESENT Councillor Mrs A Johnson (Mayor)

Councillors R Edlmann, Ms M Ewings, S Hipsey, Ms J Hughes, A Lewis, Mrs B Moody, T Munro, B Smith, A Venning, P Ward.

IN ATTENDANCE Town Clerk**,** General Manager, Office and Finance Manager

Prior to the commencement of the Meeting there was opportunity for:
6.25pm - Quiet Reflection led by Simon Dell, Elder from Tavistock Quakers.

COMMENCEMENT OF MEETING

38. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors A Hutton, N Martin, J Moody, G Parker and Ms S Wood.

39. DECLARATIONS OF INTEREST

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

40. CONFIRMATION OF MINUTES

a) RESOLVED THAT the Minutes of the Annual Meeting of Tavistock Town Council held on Tuesday 19th May, 2026 be confirmed as a correct record and signed by the Chairman (Appendix 1).

41. PUBLIC REPRESENTATIONS & QUESTIONS

None received.

ITEMS REQUIRING A DECISION

42. ANNUAL GOVERNANCE STATEMENT

i) The Council considered in-year financial reporting and financial assurance arrangements and received, considered and endorsed the Tavistock Town Council:

- Year End Internal Audit Observations and Internal Audit Summary 2025-26 (Report of the Internal Auditor) (Appendix 2);
- Annual Internal Audit Report 2025-26 (Appendix 3).

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 31^{st} March, 2026, 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), question 10 (yes) and the Statement be endorsed;
b) The Clerk and Mayor be authorised to sign same on behalf of the Council.

<u>Noted That</u>

- pursuant to item (i) above reference was made to item E1 identified by the Internal Auditor under 'Year End Internal Audit Observations', which had previously been reviewed by Council (Minute No 349 refers). A review of alternative arrangements would be undertaken;
- the unaudited financial statements of the Council, 2025-2026 (Appendix 5) were received, for information only. These did not form part of the statutory return.

43. ACCOUNTING STATEMENTS

i. The Council considered Section 2 (Accounting Statements 2025/26) of the Annual Governance and Accountability Return 2025/26 for the year ended 31^{st} March 2026 as prepared by the Responsible Financial Officer (Appendix 6) arising from which it was:-

RESOLVED THAT

- the Accounting Statements 2025-26 listed in Section 2 of the Annual Return be received and adopted as a reasonable statement of the activities of the Council;
- 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 12th June 2026 – 23rd August 2026.

<u>Noted That</u> the start date as listed on the agenda being amended (to 12th June 2026).

44. GENERAL FINANCE

The Council considered the following:-

a) Schedule of Payments

The Council received and considered a copy of the monthly accounts as at 31st March, 2026 as listed on the Council Website (Appendix 7).

<u>Noted That</u> – reference was made to Civic Ball 2026 income and expenditure, further report would be made to a future meeting.

45. BUDGET & POLICY COMMITTEE

The Council considered the Minutes of the Meeting of the Budget & Policy Committee (Appendix 8), held on Tuesday 26th May, 2026, the recommendations being reported by rote.

RESOLVED THAT the Recommendations included in the foregoing report of the Budget and Policy Committee (Minute No's 13 – 19(b) and 20-24 refer) be approved and adopted.

<u>Noted that</u> an update was provided in connection with Minute No 19 c) regarding ensuring availability of match funding in connection with a grant application for MEND funding toward essential works to the Museum premises.

RESOLVED THAT Minute No 19(c) be approved and adopted as follows:
Tavistock Town Council

a) endorse and adopt the appended Rolling Capital Programme as proposed, and incorporating the facility to provide necessary match funding to support the MEND application for the Museum;
b) endorse and adopt the appended Schedule of Earmarked Reserves as proposed, subject to:

- The amendment of line 334 to read (description) ‘ Town Hall & Courtgate Sinking Fund’ in the revised sum of £20,000
- The introduction of a new earmarked reserve titled ‘Guildhall Interpretation’ in the sum of £10,000.

<u>Noted That</u>

i) Councillor Mrs B Moody declared an interest by virtue of being appointed as an Observer to the Museum, and took no part in the discussion or voting thereon (19(c));

ii) Councillor Mrs A Johnson declared and interest in Minute No 20 by virtue of membership of the organisation concerned, and took no part in the discussion and voting thereon.

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

The Council considered the following: -

i) Development Management & Licensing Committee - Minutes of the Meeting held on Tuesday 12th May , 2026 (Appendix 9) (Minute No’s 400 - 408 inclusive) the recommendations being reported by rote:

ii) Development Management & Licensing Committee – Minutes of the Meeting held on Tuesday 2nd June, 2026 (Appendix 10) (Minute No’s 27 - 37 inclusive) the recommendations being reported by rote:

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

<u>Noted That</u> pursuant to Minute No 35, the informal (because of timing issues) response of the Town Council by way of objection was reported ((West Devon HATOC) in relation to Tranche 3 Amendment Order reference ENV6319-794 refers) as follows:

……. the Council Does not support the proposal which:

a) appears (through blanket application of double yellow lines) to be excessive and disproportionate in circumstances where there is likely only one material ‘pinch point’;

b) would materially disadvantage a largely older population, including through the restriction of opportunities for carers/support services to attend to their needs accompanied by the undesirable displacement of vehicles to other areas such as Parkwood Road (which is already heavily used).

If however the Highway Authority still wishes to proceed the Council would request that it explore, with both local residents and elected Members, measures *to mitigate the adverse effects of the proposal and maintain quality of life for residents…….*

In an ensuing discussion a reference was made to licensing matters more widely.

ITEMS CIRCULATED FOR INFORMATION ONLY

47. 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 Managers Report (Appendix 11);
ii. Pannier Market Report (Appendix12);
iii. Works Department (Appendix 13);
iv. Town Hall & Butchers' Hall Report (Appendix 14).

Noted That reference was made to the 20th anniversary UNESCO World Heritage Site Inscription, associated celebrations and recent attendance, by the Mayor, at a related commemorative event.

48. FINANCE & OTHER MATTERS

The Council received, for information, the following: -

a) Report of the Administration Office (Appendix 15);
b) The following Member update or feedback was brought forward:
   i. Representatives on outside bodies: reference was made to an upcoming meeting, hosted by Tavistock BID Co Ltd, to provide information in connection with BID renewal and related matters. Members who wished to attend were requested to contact the Office.
   ii. Feedback from Members following their attendance at any training sessions:
      - A Member reported attendance at 'The Role of a Civic Head' training event which had been well received;
      - Members were encouraged to attend Training Events on a regular basis to support their professional development and work effectively in an increasingly dynamic public sector environment.

49. TO RECEIVE SUCH COMMUNICATIONS OR REPORTS AS MAY BE SUBMITTED BY THE TOWN MAYOR

Members were reminded of arrangements for an upcoming Meeting (10th June) in connection with the independent review of aspects of the Neighbourhood Plan at which all Members had been invited to attend.

EXCLUSION OF PRESS AND PUBLIC

50. 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

51. 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 No's. 25 - 26 of the Meeting of the Budget & Policy Committee (Appendix 8 refers) held on Tuesday 26th May, 2026.

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

<u>Noted That</u> pursuant to Minute no 25 views were expressed, including in connection with prospective merits and drawbacks, the importance attached to an evidence led plan based approach, and the extent to which a commitment to meaningful resourcing from relevant partners could enhance the viability of any prospective initiative.

52. PROPERTY, LEGAL & FINANCE MATTERS

(**CONFIDENTIAL** by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a 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.

An oral update was provided in that Debtors F & G who had made further payments since the report was produced.

<u>Noted That</u> in response to a query it was reported that matters in connection with Debtor H were now concluded.

CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY

53. COMMUNICATIONS WITH WEST DEVON BOROUGH COUNCIL

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

The Mayor made a brief position statement prior to leaving the room.

In the absence of the Mayor and Deputy Mayor, and at the request of the Meeting, Councillor S Hipsey was elected to take the Chair for the conduct of this item.

The Council received & reviewed the Briefing Note of the Town Clerk and appendices in connection with the above (Appendix 16), together with copies of an email received on the day of the meeting circulated by way of update. Views were expressed consistent with the issues identified in the report, and regarding applicable standards regimes and regulators. Having regard to the importance attached by the Town Council to collaborative and professional working arrangements there was consensus that, before further consideration, a suggestion that the Mayor seek to arrange a meeting (initially at first tier officer level) be progressed.

Noted That Councillors Mrs A Johnson and Ms M Ewings declared an interest in this item and left the room during consideration thereof (Minute No 20 refers).

54. PROPERTY, LEGAL & FINANCE MATTERS

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i. **LANDLORD & TENANT MATTERS**

An update was provided on the outcome of the recent tender exercise in connection with the award (subject to satisfactory references and associated due diligence), to the lowest tenderer – DBR Limited, in the sum of £379,529.94 for the capital works associated with the Abbey Remains project.

The Press and Public were re-admitted to the Meeting.
The Meeting closed at 8:07pm

Signed:
Dated:
CHAIRMAN