**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, A Lewis, S Hipsey, Ms J Hughes, Mrs B Moody, T Munro, B Smith, P Ward, A Venning.

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

Prior to the commencement of the Meeting, Members received at:
**6.25pm -** a few moments of 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 (Deputy Mayor), 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 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 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);

- discharge the obligations of the Authority to review the effectiveness of the System of Internal Control for Tavistock Town Council for the year ended 31st March, 2026.

ii) The Council then proceeded to review the Annual Governance Statement (section 1) (Appendix 3), 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, 2026, arising from which it was:

RESOLVED THAT

- 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;
- The Clerk and Mayor be authorised to sign same on behalf of the Council.

Noted That reference was made to item E1 identified by the Internal Auditor under 'Year End Internal Audit Observations', and that this was brought to Council on the 24th March 2026 (Minute No 349) and approved. Officers will investigate other providers and report back to Council.

*Cllr R Edlmann arrived at the meeting.

## 43. ACCOUNTING STATEMENT

The Council considered Section 2 (Accounting Statements 2025/26) of the Annual Governance and Accountability Return 2025/26 for the year ended 31st March 2026 as prepared by the Responsible Financial Officer (Appendix 4) 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.

Noted That the start date as on the agenda of the 9th June 2026 was 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 5).

Noted That – a further discussion was had on the Civic Ball 2026 income and expenditure and if the event incurred any costs. An Income and Expenditure Report will be provided at the next Council meeting.

**45. BUDGET & POLICY COMMITTEE**

The Council considered the Minutes of the Meeting of the Budget & Policy Committee (Appendix 6), 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 - 24 refer) be approved and adopted.

Noted that an additional recommendation on Minute No 19 c) in that the Council consider match funding on a MEND application in relation to the Museum. Cllr Mrs B Moody declared an interest by virtue of being a Trustee, and did not vote on this matter.

Noted That Cllr Mrs A Johnson declared and interest in Minute No 20.

**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 7) (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 8) (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.

Noted That Regarding Minute No 35, the Town Clerk read the email response to Devon County Council (West Devon HATOC) in relation to Tranche 3 Amendment Order reference ENV6319-794.

Noted That further discussion was had in relation to the number of businesses applying for alcohol licenses in the town. From the discussion at the DM&L Committee meeting and the research done prior to the meeting, it was apparent that the sale of alcohol for these businesses was in addition to their current service and it was to enhance business to a wider customer base. This was seen as a positive to ensure that businesses thrive within the town.

**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 9 –12 refer).

i. General Managers Report (Appendix 9);
ii. Pannier Market Report (Appendix10);
iii. Works Department (Appendix 11);
iv. Town Hall & Butchers' Hall Report (Appendix 12).

Noted That Further discussion on the 20th anniversary UNESCO World Heritage Site status and whether the interactive dome is one of many celebrations. A meeting is due to take place with wider partners on other events within the town in celebration.

**48. FINANCE & OTHER MATTERS**

The Council received, for information, the following: -

a) Report of the Administration Office (Appendix 13);
b) The following Member update or feedback was brought forward:

i. Representatives on outside bodies: non brought forward
ii. Feedback from Members following their attendance at any training sessions:
    - A member had attended The Role of a Civic Head event which was really useful.
    - Members were encouraged to attend Training Events as they are informative and more important than ever with the LGR

on the horizon and they will assist Councillors in having a stronger position in future discussions.

Noted that Councillors were encouraged to vote on the BID ballot to keep them in place for the next 5 years. The BID have played a vital role in the town and hope to continue to do so. Ballot papers were sent to members with a closing date of the 16th July 2026.

All members had an invitation to a BID meeting at the Bedford Hotel on the 11th June 2026 to arrive at 5.30pm to start at 6pm. Those members that cannot attend are to inform the office to enable apologies being sent on.

A member ensued a discussion on collaborative working with authorities and the advantages of regular communication.

Members were reminded of the zoom presentation from Stuart Todd in relation to the NDP review on the 10th June 2026 at 5.30pm.

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

None were received.

**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 6 refers) held on Tuesday 26th May, 2026.

Noted That a member expressed their disappointment to the response from the B&P committee and felt that CCTV should be fully supported by Tavistock Town Council as it will assist police with criminal activity in the town and public safety. In the discussion that ensued, the decision of the B&P committee was not to close the door on this topic, but to put it in abeyance until further information has been received.

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

**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 14) 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 have made a further payment since the report was produced.

Noted That a member enquired if the historical debtor was incurring any further legal fees, in which it was confirmed that all fees had been settled.

**CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY**

**53. COMMUNICATIONS WITH WEST DEVON BOROUGH COUNCIL**

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Council considered the Briefing Note in connection with the above (Minute No 18(c) refers)(Appendix 15)

Noted That Members were provided with further documents in relation to ongoing communication with WDBC, including a draft response that has not yet been sent. A meeting has been requested via the Mayor, between the parties to assist with discussions and moving forward with the matters in hand. Members showed a contentious to the offer of a meeting at officer level which is reported back to members and the response is put in abeyance.

Noted That Cllrs Mrs A Johnson and Ms Ewings declared an interest in this item and left the room. Cllr S Hipsey was nominated to Chair the meeting in the Mayor's absence.

## 54. PROPERTY, LEGAL & FINANCE MATTERS

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i. **LANDLORD & TENANT MATTERS**

General Manager updated members on the Contract Tender for the Abbey Remains Project. After the necessary review of all tenders and interviews, it has been offered without prejudice to a company for work to commence in July and finish in November.

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

The Meeting closed at 8:07pm

Signed:

Dated:
CHAIRMAN