Tavistock Town Council

Working for the local community

Town Council Offices
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28th October 2026

COUNCIL MEETING

You are hereby summoned to attend a Meeting of the
TAVISTOCK TOWN COUNCIL
to be held at the **COUNCIL CHAMBER, TOWN COUNCIL OFFICES, DRAKE ROAD, TAVISTOCK**
on **TUESDAY 3RD NOVEMBER, 2026** at **6.30pm**

- Prior to the Commencement of the Meeting there will be an opportunity at:-

  6.25pm - for Members and the Public
  Those who wish to do so may prepare themselves for the Meeting by a few moments of Quiet Reflection led by Reverend Matt Godfrey, St Eustachius' Church, Tavistock.

COMMENCEMENT OF THE COUNCIL MEETING
THE FOLLOWING BUSINESS IS PROPOSED TO BE TRANSACTED

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. DECLARATIONS OF INTEREST

To receive disclosures of unregistered or other interests from Councillors on matters to be considered at the Meeting. The disclosure shall include the nature of the interest. If a Member becomes aware, during the course of a Meeting, of an interest that has not been disclosed under this item they must immediately disclose it.

Under the Code of Conduct Councillors with a registerable interest must leave the room for the duration of consideration of the item to which the interest relates. Those with a 'other' interest must apply the tests set out in the Code of Conduct as to whether or not there are circumstances that might enable them to remain.

3. MINUTES OF COUNCIL MEETING

a) To confirm the Minutes of the Meeting of Tavistock Town Council held on Tuesday 15th September, 2026 (enclosed);
b) Matters arising.

4. PUBLIC REPRESENTATIONS & QUESTIONS*

To receive any representations or previously submitted questions from Members of the Public in attendance and submitted in accordance with Standing Order No 3(y).

ITEMS REQUIRING A DECISION

5. GENERAL FINANCE

a) **Schedule of Payments** – to consider and endorse the Monthly Accounts as at 31st August and 30th September 2026 (schedules of all payments are listed on the Website);

b) **Budget Monitoring Report** – to consider and endorse the Phased Budget Monitoring Report as at 30th September 2026 (enclosed).

Note: should Members have any detailed questions concerning any payments or other financial matters they should be passed to the Internal Auditor or the General Office well in advance of the Meeting in order that enquiries may be undertaken and an informed response prepared.

6. BUDGET & POLICY COMMITTEE

To consider the Minutes of the Meeting of the Budget & Policy Committee held on Tuesday 20th October, 2026 (enclosed).

Note: –

i) Members are requested to bring to the Meeting the Agenda and associated documents relating to the foregoing Meeting.
ii) Should further deliberations be required on any of the matters arising as appertain to matters subject to the 'Exclusion of the Press & Public' addressed at the above Meeting it will be necessary to take same in the corresponding section of this Agenda.

7. PLANNING MATTERS

a) DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE (DM&L)

To receive and consider the Minutes of the Meetings of the Development Management & Licensing Committee held on:

i) Development Management & Licensing Committee – Tuesday 6th October, 2026 (previously circulated).
ii) Development Management & Licensing Committee – Tuesday 27th October, 2026 (enclosed).

The following items are circulated for information only:

8. SERVICE REPORTS

To receive, for information, the following Service Reports:-

i. General Manager's Report (enclosed);
ii. Pannier Market Report (enclosed);
iii. Works Department Report (enclosed);
iv. Town Hall & Butchers' Hall Report (enclosed).

9. FINANCE & OTHER MATTERS

To receive, for information, the following:-

a) Report of the Administration Office (enclosed);
b) West Devon Borough Council Report from Councillor Ms M Ewings (enclosed);
c) Notes of the Whitchurch Down Consultative Group Meeting held on 7th October 2026 (enclosed)
d) To receive:-
   i. Any update from, or questions to, Council representatives serving on other outside bodies in connection with the work of those bodies;
   ii. Feedback from Members following their attendance at any training sessions.

Note – no report had been received from County Councillor D Sellis (Devon County Council).

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

11. URGENT MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE TOWN MAYOR

EXCLUSION OF PRESS & PUBLIC

12. 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 to consider that the Press and Public be excluded from the Meeting for the following items of business.

CONFIDENTIAL ITEMS REQUIRING A DECISION

13. BUDGET & POLICY COMMITTEE (CONTINUED)

(**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)

To consider the Confidential Minutes of the Meeting of the Budget & Policy Committee held on Tuesday 20th October, 2026 (enclosed).

14. 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**

To consider the Report of the Assistant to the Town Clerk (enclosed) in connection with the above, and determine any matters arising.

15. PROPERTY, LEGAL, INSURANCE & 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) **LANDLORD & TENANT MATTERS**
To receive any oral update in connection with lease renewal/ ancillary matters or in connection with outstanding legal, contract, property or equivalent confidential matters not previously listed (for information only).

Re-admission of the Press & Public.

NOTE – Councillors are reminded that if a matter has not been specified on the Agenda no formally binding decision can be made on it.

COUNCIL MEMBERSHIP
Councillor Mrs A Johnson (Mayor)
Councillor Mr J Moody (Deputy Mayor)

Councillors R Edlmann, Ms M Ewings, S Hipsey, Mrs J Hughes, A Hutton, A Lewis, N Martin, Mrs B Moody, T Munro, G Parker, R Poppe, B Smith, A Venning, P Ward, Ms S Wood.

TOWN CLERK.....
28th October, 2026

USE OF TELEVISED & SOUND RECORDINGS AT COUNCIL & COMMITTEE MEETINGS

Televised, vision and sound recordings or live broadcastings by members of the press or public at Council or Committee debates are permitted and anyone wishing to do so is asked to inform the Chairman of the respective Committee of their intention to record proceedings.

If members of the public make a representation to the Meeting, they will be deemed to have consented to being filmed and audio recorded. By entering the body of the Chamber, attendees are also consenting to being filmed and audio recorded.

If members of the public have any queries regarding filming or audio recording of Meetings, please contact the Town Council on 01822 613529 or at info@tavistock.gov.uk

*Members of the Public who wish to address the Council are requested to contact the Council Office either by phone 01822 613529, or by e-mailing info@tavistock.gov.uk regarding the necessary requirements for participation not less than 24 hours in advance of the Meeting.