



Town Council Offices
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5th April 2022

COUNCIL MEETING

You are hereby summoned to attend a Meeting of the
TAVISTOCK TOWN COUNCIL
to be held at **THE COURTROOM, THE GUILDHALL, TAVISTOCK**
on **TUESDAY 12th APRIL, 2022** at **5.30pm**

- **SERVICE & CORONAVIRUS ANNOUNCEMENT** – Entry is via the Courtroom doors onto the Guildhall Car Park only. Anyone requiring disabled access is requested to contact the Council (Tel no as above) by 2.00pm on the day of the Meeting in order that arrangements can be made. For admission a face mask is requested to be worn at times other than when seated. Any recommended hygiene measures are expected to be followed. Please also note that for washroom facilities please use the adjoining Guildhall Car Park Public Conveniences.

Should Members have any detailed questions they should be passed to the General Office sufficiently in advance of the Meeting in order that enquiries may be undertaken and an informed response prepared.

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

5.25pm for Members and the Public -

QUIET REFLECTION

Those who wish to do so may prepare themselves for the Meeting by a few moments of quiet reflection led by the Mayor.

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 1st March, 2022 (enclosed);
- b) Matters arising.

4 PUBLIC REPRESENTATIONS & QUESTIONS*

To receive any representations or previously submitted questions from Members of the Public in attendance (None Submitted).

ITEMS REQUIRING A DECISION

5 GENERAL FINANCE

- a) **Schedules of Payments** – to consider and endorse the Monthly Accounts as at 28th February, 2022 (schedules of all payments will be listed on the Website when available);
- b) **Budget Monitoring Report** – to consider and endorse the phased Budget Monitoring Report as at 28th February, 2022 (to follow);

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 29th March, 2022 (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 ARRANGEMENTS FOR THE CONDUCT OF COUNCIL BUSINESS

Pursuant to the provisions of Minute No 290, to give an indication, in principle and subject to the Annual Meeting of Council in May, as to the venue(s) (Council Offices, Town Hall, Butchers' Hall, Guildhall) to be used for Meetings of the:

- i) Development Management and Licencing Committee;
- ii) Budget and Policy Committees
- iii) Council

for the Civic Year 2022-23.

8 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 – Monday 14th March, 2022 (previously circulated);
- ii) Development Management & Licensing Committee – 5th April, 2022 (to follow).

9 JUNIOR LIFE SKILLS GRANT APPLICATION

To consider the Notes of the Grants Panel Meeting held on 31st March, 2022 to specifically assess the Junior Life Skills Grant Application (enclosed)

ITEMS CIRCULATED FOR INFORMATION ONLY

The following items are circulated for information only:-

10 INSURANCE

To receive and consider the Report of the Town Clerk in connection with the Council's future arrangements for Insurance cover (enclosed).

11 SERVICE REPORTS

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

- i. General Manager's Report (enclosed);
- ii. Town Hall, Depot and Butchers' Hall (enclosed);
- iii. Pannier Market (enclosed).

12 FINANCE & OTHER MATTERS

To receive, for information, the following:-

- a) Report of the Assistant to the Town Clerk (enclosed);
- b) Town Hall & Markets Consultative Group – Notes of the Meeting held on Tuesday 8th March, 2022 (to follow);
- c) Devon County Councillor Report – County Councillor D Sellis (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 for the Meeting was received from Borough Councillor J Moody.

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

14 URGENT MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE TOWN MAYOR

EXCLUSION OF PRESS & PUBLIC

15 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

16 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 any Confidential Minutes of the Meeting of the Budget & Policy Committee held on 29th March, 2022 (enclosed).

17 TAVISTOCK HERITAGE TRUST – REQUEST FOR ADDITIONAL FUNDING FACILITY

(**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 Report of the Town Clerk in connection with the above (enclosed)

18 PROPERTY, LEGAL & FINANCE MATTERS

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i) **DEBTORS**

To consider the Report of the Assistant to the Town Clerk in connection with the above (to follow)

CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY

19 PROPERTY, LEGAL & FINANCE MATTERS

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To receive any oral updates in connection with outstanding legal 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 A Hutton (Mayor)

Councillor Mrs U Mann (Deputy Mayor)

Councillors Ms L Crawford, J Ellis, Ms T Eperon, Mrs M Ewings, A Fey, Mrs A Johnson, A Lewis, J Moody, Mrs G Parker, B Smith, H Smith, P Squire, A Venning, P Ward, P Williamson.

TOWN CLERK.....

5th April, 2022

**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.

Privacy – to view a copy of the Council’s Privacy Notice visit – www.tavistock.gov.uk