



Town Council Offices
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18th June 2020

COUNCIL MEETING

You are hereby summoned to attend a **REARRANGED** Meeting of the

TAVISTOCK TOWN COUNCIL***

on **WEDNESDAY 1st JULY, 2020** at **5.00pm***

The Meeting will be held at/accessed for Councillors at/via**
<https://zoom.us/j/96036460096>

For the Public who wish to attend it will be accessed at/via
<https://www.youtube.com/channel/UC9lBypTqpnl344vwMiKM6IA> For the public once there, (on or after the scheduled meeting start time) click on 'videos' and if you do not see the livestream already in progress you will need to click on 'refresh' to start the livestreaming.

* Please note change of start time,

**A 'virtual' Meeting as permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392.

*** previously provisionally scheduled for 23rd June but cancelled due to availability of the AGAR information.

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 Special Meeting of Tavistock Town Council held on Friday 20th March, 2020 (previously circulated).
- b) Matters arising.

4. PUBLIC REPRESENTATIONS & QUESTIONS

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

ITEMS REQUIRING A DECISION

5. BUDGET & POLICY COMMITTEE

To consider the Minutes of the Meeting of the Budget & Policy Committee held on Tuesday 2nd June, 2020 (previously circulated – see also Appendix1 to Minute No 393 (previously circulated)).

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

6. ANNUAL GOVERNANCE STATEMENT

To

- i) Receive and note the Tavistock Town Council Annual Internal Audit Report 2019/20 (copy to follow); and
- ii) Discharge the obligations of the Authority to approve the Annual Governance Statement and review the effectiveness of the System of Internal Control for Tavistock Town Council for the year ended 31st March, 2020 (Section 1 AGAR previously circulated – to be completed at the Meeting).

7. ACCOUNTING STATEMENTS

To consider and approve the Statement of Accounts of the Authority and Annual Return for Tavistock Town Council for the year ended 31st March, 2020 (unaudited Accounting Statement enclosed, copy populated AGAR Section 2 to follow).

Note in relation to the foregoing two Agenda items:-

- An unpopulated copy of the Annual Governance and Accountability Return (AGAR) 2019-20 was previously circulated for information
- The Annual Governance Statement is completed at the Meeting;
- Should there be any matters which might require a more detailed response Members are asked to pass them to the Town Clerk in advance of the Meeting.

8. GENERAL FINANCE

- a) **Schedule of Payments** – to consider and endorse the Monthly Accounts as at 30th April and 31st May, 2020 (schedule available on website);
- b) **Budget Monitoring Report** – to consider and endorse the phased Budget Monitoring Report as at 31st May, 2020 (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.

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

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

- a) Notes of the Informal Meeting of the Development Management and Licensing Committee – 17th March, 2020 (previously circulated);
- b) Development Management and Licensing Committee – 19th May, 2020 (previously circulated);
- c) Development Management & Licensing Committee – 9th June, 2020 (previously circulated).

ITEMS CIRCULATED FOR INFORMATION ONLY

10. SERVICE REPORTS

To receive, for information, the following Service Reports;

- i. General Manager (enclosed);
Appendix 1 Drake Statue (previously circulated).
- ii. Town Hall and Butchers' Hall & Works Department (previously circulated);
- iii. Pannier Market (previously circulated).

11. FINANCE & OTHER MATTERS

To receive, for information, the following:-

- a) Report of the Assistant to the Town Clerk (previously circulated);
- b) Devon County Council Report – to receive the report of County Councillor Mrs D Sellis (previously circulated);

- c) Tavistock Matters – Notes of the Meeting held on 3rd June, 2020 (previously circulated);
- d) Project Update: to receive any additional oral update in connection with:-
 - i) Tavistock Townscape Heritage Initiative Scheme;
 - ii) Guildhall Gateway Centre Project.
- e) 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 a West Devon Borough Council Report was requested from Councillor A Coulson but none was received, hence this item is not listed on the agenda.

12. RECORD OF ATTENDANCES

To consider and note the Annual Record and performance of Councillor attendance at Meetings, Civic events and Training sessions held between May 2019 and May 2020 (previously circulated).

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.

Following a brief adjournment attendance by Councillors and authorised Officers at the Confidential reconvened part of the Meeting shall be via <https://zoom.us/j/93011735132>

DECLARATION on entering the Confidential section - each Councillor present shall declare to the Chairman that there are no other persons present, nor will be present, who are not entitled to be (hearing or seeing), and/or recording the Meeting.

**CONFIDENTIAL ITEMS
REQUIRING A DECISION**

16. 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 (enclosed)

CONFIDENTIAL ITEMS
CIRCULATED FOR INFORMATION ONLY

17. BUDGET & POLICY COMMITTEE CONT'D

(**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 2nd June, 2020 (previously circulated)

18. LEGAL UPDATES

(**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 receive any oral updates, for information, in connection with outstanding legal matters not previously listed.

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 A Hutton (Deputy Mayor)

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

TOWN CLERK.....

18th June, 2020

VIRTUAL COUNCIL & COMMITTEE MEETINGS

Public Access to Meetings

Virtual Council Meetings may be attended by the Public by visiting <https://www.youtube.com/channel/UC9lBypTqpnl344vwMiKM6IA> where the public session of Meetings of the Council, the Budget and Policy Committee

and Development Management and Licensing Committee are livestreamed at the scheduled Meeting commencement time. Please see the front page of this agenda for more detailed guidance on viewing. If for any reason you have difficulty accessing the streaming of the Meeting please contact the Council on 01822 613529.

Councillor Access to Meetings

At the start of the Meeting the Chairman will

- i) confirm that all those present are able to hear the proceedings.
- ii) take a roll call of members present at the meeting and entitled to vote
- iii) confirm the quorum for the meeting based on those members attending remotely.

The Chairman can then outline how they will run the meeting including the protocols for wishing to speak, voting, etc.

As regards virtual Meeting operating arrangements Members are reminded that:

1. Please ensure you note the meeting id and password which you will be provided with.
2. The format works best if you can join via a computer or laptop with a camera, as it will enable you to make use of all features easily. You can also participate using your smartphone or tablet by downloading the Zoom app if a computer is not possible.
3. You will be asked to provide a name when you join, please can you provide your name
4. Please attempt to join 10 minutes before the meeting is due to start, you will be held in an online 'waiting area' until it starts. This enables arrangements for live streaming to be put in place.
5. You should be prompted to test your audio when entering the meeting. Please do this to ensure you can hear and be heard.
6. Initially you should yourself muted when you enter the meeting. Please stay muted until you are invited to speak. This is to avoid background noise with the number of participants taking part.
8. If you don't have a smartphone you can join the meeting with no video on an ordinary touch tone phone using a UK number listed on your invitation.
9. To indicate you wish to speak please use the raise a hand facility on the system or, if this is problematic, for those using video raise your hand physically.
10. All Councillors are entitled to attend Committee Meetings and, with the consent of the Chairman, participate. In such cases on each item of business the Chairman will in the first instance seek the views of the Committee Members prior to taking those of Ward Members.
11. Standing Orders apply in the normal way.

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