



14<sup>th</sup> June 2022

## **COUNCIL MEETING**

You are hereby summoned to attend a Meeting of the  
**TAVISTOCK TOWN COUNCIL**  
to be held at **COUNCIL CHAMBER, TOWN COUNCIL OFFICES,**  
**DRAKE ROAD, TAVISTOCK**  
on **TUESDAY 21<sup>st</sup> JUNE, 2022** at **5.30pm**

- 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 Pastor Stephen Miller of Tavistock Free Presbyterian Church.

### **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 24<sup>th</sup> May, 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. ANNUAL GOVERNANCE STATEMENT**

To

i) Receive and review the Tavistock Town Council Annual Internal Audit Report 2021/22 (to follow – titled 'Annual Internal Audit Report 2021/22') and discharge the obligations of the Authority to review the effectiveness of the System of Internal Control for Tavistock Town Council for the year ended 31<sup>st</sup> March, 2022

ii) Consider, prepare and approve the Annual Governance Statement (titled 'Section 1 – Annual Governance Statement 2021/22' – to follow)

### **6. ACCOUNTING STATEMENTS**

To

i) Consider and approve the Accounting Statements for Tavistock Town Council for the year ended 31<sup>st</sup> March, 2022 (titled 'Section 2 – Accounting Statements 2021/22' – to follow) in the prescribed manner.

ii) Agree arrangements for the period for the exercise of public rights.

**Note** in relation to the foregoing, and to the prior Agenda item:-

- The Annual Governance Statement is completed at the Meeting;
- A copy of the unaudited Financial Statements for the Year ended 31<sup>st</sup> March 2022 is also enclosed to be noted – these do not form part of the statutory return;
- 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.

### **7. GENERAL FINANCE**

a) **Schedules of Payments** – to consider and endorse the Monthly Accounts as at 30<sup>th</sup> April, 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 30<sup>th</sup> April, 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.

## **8. BUDGET & POLICY COMMITTEE**

To consider the Minutes of the Meeting of the Budget & Policy Committee held on Tuesday 14<sup>th</sup> June, 2022 (to follow).

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.

## **9. 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 6<sup>th</sup> June, 2022 (enclosed)

## **10. MEMBERSHIP OF COMMITTEES AND OUTSIDE BODIES**

- a) To consider an appointment to the Budget & Policy Committee following the resignation of Councillor Mrs U Mann from the Committee;
- b) To consider the appointment of Councillor Mrs A Johnson to the Peninsula Rail Group

## **11. CASUAL VACANCY**

To

- a) Note confirmation from the Returning Officer that no request has been received seeking to call an election in connection with the vacancy in the Tavistock South West Ward; accordingly, to
- b) Consider and agree arrangements for the casual vacancy arising by means of advertisement in the Tavistock Times, on the Council's website and social media for a period of 6 weeks. Note each interested candidate to complete the standard application form and be prepared, if required, to attend for interview.

### **ITEMS CIRCULATED FOR INFORMATION ONLY**

The following items are circulated for information only

## **12. SERVICE REPORTS**

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

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

**13. FINANCE & OTHER MATTERS**

To receive, for information, the following:-

- a) Report of the Assistant to the Town Clerk (enclosed);
- b) 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 reports for the Meeting were received from the County Councillor or designated Borough Councillor.

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

**15. URGENT MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE TOWN MAYOR**

**EXCLUSION OF PRESS & PUBLIC**

**16. 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**

**17. 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 Tuesday 14<sup>th</sup> June, 2022 (to follow).

**18. 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**

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

**CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY**

**19. 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)

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 P Ward (Mayor)

Councillor J Ellis (Deputy Mayor)

Councillors Ms L Crawford, Ms T Eperon, Ms M Ewings, A Fey, A Hutton, Mrs A Johnson, A Lewis, Mrs U Mann, J Moody, B Smith, H Smith, P Squire, A Venning, P Williamson.

**TOWN CLERK.....**

14<sup>th</sup> June, 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](mailto: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](mailto:info@tavistock.gov.uk) regarding the necessary requirements for participation not less than 24 hours in advance of the Meeting.