



# Tavistock Town Council

*Working for the local community*

Town Council Offices  
Drake Road Tavistock  
Devon PL19 0AU  
Tel 01822 613529  
Fax 01822 618300  
E-mail: [info@tavistock.gov.uk](mailto:info@tavistock.gov.uk)  
[www.tavistock.gov.uk](http://www.tavistock.gov.uk)

21<sup>st</sup> December 2021

Dear Councillor

I hereby give you notice that a Meeting of the **BUDGET & POLICY COMMITTEE** will be held on **TUESDAY 4<sup>th</sup> JANUARY, 2022** at **5.30pm** in **THE COURTROOM, THE GUILDHALL, TAVISTOCK** (please note change of venue).

\*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 (unless a current valid exemption applies) at times other than when seated. Government 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 concerning any financial matters, or the accompanying reports, 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.

Yours sincerely

Carl Hearn  
**TOWN CLERK**

## **MEMBERSHIP OF THE COMMITTEE**

Councillor H Smith      **Chairman**  
Councillor Mrs U Mann   **Vice Chairman** (& Deputy Mayor)

Councillor A Hutton      (Mayor)  
Councillor Mrs A Johnson (Immediate Past Mayor)

Councillors J Ellis, Mrs M Ewings, Mrs G Parker

## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

### **2. CONFIRMATION OF MINUTES**

To confirm the Minutes of the Meeting of the Budget & Policy Committee held on 16<sup>th</sup> November, 2021 (previously circulated).

### **3. DECLARATIONS OF INTEREST**

To receive any Declarations of Interest.

### **ITEMS FOR RECOMMENDATION TO COUNCIL**

### **4. BUDGET PREPARATION & PRECEPT SETTING 2021-23**

To consider the report of the Town Clerk in connection with the above prepared in accordance with the instructions of the prior Meetings of this Committee and the Council (enclosed).

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

### **5. GUILDHALL GATEWAY CENTRE – PROJECT ASSESSMENT**

#### **a) COMPLETION REPORT**

To receive and review the Completion Report as submitted to the National Lottery Heritage Fund for the Guildhall Gateway Centre project (enclosed).

#### **b) PRELIMINARY EVALUATION REPORT**

To receive and review the Preliminary (ie draft) Evaluation Report for the Guildhall Gateway Centre project (enclosed, please note that whilst the discussion/review may take place in open session the content of the report is confidential. It can be viewed at the Councillor Portal).

(Note - because of the current impacts of the pandemic the final report will be issued in 2022 when it will additionally include analysis of visitor/stakeholder feedback post opening).

### **6. INTERNAL AUDIT**

To receive and review the interim report of the Council's Internal Auditor (subject to report availability – report to follow).

### **URGENT ITEMS**

### **7. URGENT BUSINESS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

Matters which the Chairman decides are urgent and the reasons relating thereto. Councillors are reminded that if a matter has not been specified on the Agenda no formally binding decision can be taken on it.

**EXCLUSION OF PRESS AND PUBLIC**

**8. 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 item(s) of business.

**9. CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY  
TOWN HALL & MARKETS TEAM STAFFING**

(**CONFIDENTIAL** - by virtue of relating to matters of a legal, financial, staffing or contractual nature affecting persons other than the Council)

To receive the Report of the General Manager (enclosed).

**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 they are entitled to attend are permitted and anyone wishing to do so is asked to inform the Chairman of the respective Meeting of their intention to record proceedings.