

AGENDA ITEM No 3(a)

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held on **TUESDAY 30th NOVEMBER, 2021 at 5.30pm** at the **BUTCHERS' HALL, TAVISTOCK**

PRESENT Councillor A Hutton (Mayor)
Councillor Mrs U Mann (Deputy Mayor)

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

IN ATTENDANCE Town Clerk, General Manager, Assistant to the Town Clerk.

Prior to the commencement of the Meeting there were a few moments of Quiet Reflection led by Pastor Stephen Miller of Tavistock Free Presbyterian Church.

COMMENCEMENT OF MEETING

238. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors J Ellis and A Fey.

239. DECLARATIONS OF INTEREST

A Declaration of Interest was made by Councillor Mrs U Mann by virtue of her employment with the Citizens' Advice Bureau (Budget & Policy Committee Minute No. 227 refers).

240. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of Tavistock Town Council held on Tuesday 19th October, 2021 be confirmed as a correct record and signed by the Chairman (Appendix 1).

241. PUBLIC REPRESENTATIONS AND QUESTIONS

No Public representations or questions had been received prior to the Meeting.

ITEMS REQUIRING A DECISION

242. CO-OPTION – TAVISTOCK SOUTH EAST WARD

Two applications had been received for co-option to the vacancy arising in the Tavistock South East Ward (from Mr P Sanders and Ms T Eperon respectively).

The Council received a presentation from the applicant in attendance (Mr P Sanders), along with an opportunity to ask questions, the other applicant (Ms T Eperon) being unavailable and a letter being read.

Following a vote by ballot appreciation was expressed to the candidates and it was:

RESOLVED THAT Ms T Eperon be co-opted to serve as a Councillor on Tavistock Town Council.

243. GENERAL FINANCE

The Council considered the following:-

a) Schedule of Payments

The Council received and considered a copy of the monthly accounts as at 30th September, 2021 (Appendix 2) as listed on the Council website.

b) Budget Monitoring Report

The Council received and considered a copy of the Budget Monitoring Report (Appendix 3) as at 30th September, 2021.

244. BUDGET & POLICY COMMITTEE

The Council considered the Minutes of the Meeting of the Budget & Policy Committee (Appendix 4) held on Tuesday 16th November, 2021, the recommendations being reported by rote.

RESOLVED THAT subject to consideration of Minute No's 233 - 237 being deferred to a later point in the Meeting in view of the confidential nature of the business to be transacted, the recommendations included in the foregoing report of the Committee (Minute No's 223 – 233 inclusive) be approved and adopted.

245. DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE

The Council considered the following: -

- i) Development Management & Licensing Committee - Minutes of the Meeting held on Tuesday 26th October, 2021 (Appendix 5) (Minute No's 203 - 212 inclusive);
- ii) Development Management & Licensing Committee – Minutes of the Meeting held on Monday 15th November, 2021 (Appendix 6) (Minute No's 213 - 222 inclusive);

Noted That it was confirmed that;

- the next Meeting of the Neighbourhood Development Plan (NDP) Steering Group would take place on 8th December, 2021 at The Stannary Brewery in Pixon Lane, Tavistock, at which the Initial Questionnaire would be discussed as the first part of the community consultation process;
- Devon Communities Together (DCT) had been appointed as initial Project Manager for the NDP. A meeting between the Chairman and DCT would be arranged shortly.

- iii) Land Use Consultation received from the Local Planning Authority RESOLVED THAT in view of the time frames involved the Development Management & Licensing Committee be authorised to respond to the West Devon Borough Council land use consultation document 'pitch perfect', at its Meeting on 7th December, 2021.

Noted That all Members of Council were encouraged to review the document prior to that Meeting, and provide any feedback to the Assistant to the Town Clerk.

ITEMS CIRCULATED FOR INFORMATION ONLY

246. SERVICE REPORTS

The Council received an oral update from the General Manager and noted the reports of the Town Hall/Depot and Butchers' Hall, and the Pannier Market:-

- i. General Manager's Report (oral);
It was confirmed that;
 - the Guildhall Gateway Centre would have a 'soft' opening on Saturday 4th December, 2021;

- the Gateway Centre project team, partners and representatives of the National Heritage Lottery Fund had met recently, with positive feedback being received;
 - the final accounts for the Centre had been received, which had come in at 2% over the final revised budget which was considered acceptable bearing in mind the challenges which had been encountered during the project term;
 - drainage issues had been identified in the grassed area around the war memorial. It was planned that additional drains would be installed, in the next 6 – 8 weeks;
 - Butchers' Hall still had scaffolding erected around it, despite the works having been completed to address water ingress issues. The scaffolding would remain in place (at the Contractor's cost) over the winter months, in case any further water leak/ingress were encountered;
 - Works would be commissioned in the early part of 2022 in respect of water leaks in the Mayor's Parlour and entrance area of the Town Hall. A Tender package would be issued in due course;
 - Defaced posters and botanical tagging along Abbey Walk would be removed;
 - A positive operational meeting had been held with representatives of the Museum and Subscription Library, to discuss matters such as dry rot and damp within the buildings. A Structural Engineer would be commissioned to establish the scope of any works required.
- ii. Town Hall, Depot and Butchers' Hall Report (Appendix 7).
- iii. Pannier Market Report (Appendix 8).

247. FINANCE AND OTHER MATTERS

The Council received, for information, the following: -

- a) Report of the Assistant to the Town Clerk (Appendix 9);
- b) Devon County Councillor Report – (Appendix 10)
- c) Whitchurch Down Consultative Group – Notes of the Meeting held on 2nd November, 2021 (Appendix 11);
- d) Project Update: Guildhall Gateway Centre Project – there was no new update beyond that provided by the General Manager earlier in the Meeting;
- e) Updates

- i. From Representatives on outside bodies; no feedback brought forward;
- ii. From Members who had attended training sessions – no feedback brought forward.

EXCLUSION OF PRESS AND PUBLIC

248. 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 it was: -

RESOLVED THAT the Press and Public be excluded from the Meeting for the following items of business.

CONFIDENTIAL ITEMS REQUIRING A DECISION

249. 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)

The Council received and noted confidential Minute No's 234 - 237 inclusive of the Meeting of the Budget & Policy Committee (Appendix 4 refers) held on Tuesday 16th November, 2021 (the items being circulated for information only).

Noted that Further to Minute No. 235 the General Manager outlined the existing staffing situation in the Town Hall/Market and Events Team, confirmed a request to transfer roles by way of reasonable adjustment and consequential transitional arrangements as the post of Works Manager became filled.

250. PROPERTY, LEGAL, STAFFING AND 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

The Council considered and noted a list (Appendix 12) of all those with debts to the Council dating from earlier than the last quarter day and received updates accordingly.

CONFIDENTIAL ITEMS FOR INFORMATION ONLY

251. PROPERTY & LEGAL MATTERS

(**CONFIDENTIAL** by virtue of relating to legal and/or commercial matters, staffing and/or the personal or business affairs of a person or persons other than the Council)

The Council received an oral update regarding various correspondence and requests for information from a member of the public on behalf of a campaigning organisation in connection with matters appertaining to the Statue of Sir Francis Drake and its related interpretation.

Following a review of the circumstances, the consensus was that, having made available the information held by the Council (which was also accessible via the website), the requests for information had become time consuming, repetitious and vexatious. The Council would therefore not enter into further correspondence with either the individual or the organisation concerned.

The Press and Public were re-admitted to the Meeting.

The Meeting closed at 7.17pm

Signed:

Dated:
CHAIRMAN