



**Tiverton Town Council**

Town Hall, St Andrew Street, Tiverton, Devon EX16 6PG  
 Town Clerk: J.F. Vanderwolfe Chartered MCIPD  
 Email:townclerk@tivertontowncouncil.gov.uk  
 Phone: 01884 253404

**Minutes of the Zoom Full Council Meeting of the Council held on Monday 8<sup>th</sup> June 2020 at 6pm.**

**Present:** Cllr’s C Slade (Mayor), S Griggs (Deputy Mayor), A Berry, J Blagg, A Bush, S Bush, L Cruwys, N Davey, C Daw, D Garcia-Parejo, A Hendy, I Hill, P Hill, B Holdman, D Knowles, A Mulligan, A Perris, & J Rendle.

**In attendance:** Town Clerk Mr J Vanderwolfe, Assistant to the Town Clerk Mrs J Hubbard and one Member of the press.

<b>99</b>	<p><b>Opening of the Meeting by the Mayor Cllr C Slade.</b></p> <p>Cllr C Slade welcomed the members to the first Full Council Zoom Meeting and instructed them of the procedures for voting and questions. He explained that the committee reports would not be read out as they had all been previously circulated.</p>
<b>100</b>	<p><b>Apologies:</b></p> <p>Apologies received from Cllr P Colthorpe Devon County Council, C Harrower, and Cllr W Burke. Apologies were accepted.</p> <p><b>Not present:</b> Cllr T Lindus.</p>
<b>101</b>	<p><b>Declarations of Interest</b></p> <p style="text-align: center;"><b>1. Councillors are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.</b></p> <p>None were declared at this stage of the meeting.</p>
<b>102</b>	<p><b>Minutes: To adopt the Minutes of the Meetings held on the 27<sup>th</sup> January 2020 as a true record.</b></p> <p>All resolved to adopt these Minutes.</p>
<b>103</b>	<p><b>Matters arising from the above meetings</b></p> <p>There were no matters arising at this stage.</p>
<b>104</b>	<p style="text-align: center;"><b>1. Democratic Period: for members of the public to ask questions or make statements via email or zoom.</b></p> <p>There were no members of the public in attendance.</p> <p>The Town Clerk informed the Members of two emails received by members of the public. The first email was a request for town council support to oppose the new 5G network on health and safety concerns.</p> <p>Cllr C Slade replied to say that the town council had no influence on this as it was a district council and county council matter, so therefore could not give any support or response.</p> <p>The second email was from the Neighbourhood Plan member Sally Chapman who wanted an update on the proposed community centre for the new Eastern Urban Extension development. The Town Clerk told the members that due to the present conditions this had not been possible but going forward, he hoped that an update would be made available for the Neighbourhood Plan. There was also a request for an update on Climate Emergency to which the Town Clerk asked the Chair of the Emergency Climate Committee Cllr A Hendy if she would be able to provide this.</p> <p>Cllr A Hendy agreed to do this.</p>
<b>105</b>	<p><b>Mayor and Deputy Mayor</b></p> <p style="text-align: center;"><b>2. Members to decide if they wish to keep the present councillors in these positions until May 2021, later in the year; or to call another meeting to elect to these positions</b></p>

	<p>The Town Clerk said that due to the current Covid-19 situation, councillors needed to decide if current Mayor Cllr C Slade and Deputy Mayor S Griggs remain in their current roles until May 2021, or make changes this later in the year and hold an election.</p> <p>He felt that any new Mayor and Deputy Mayor would be unable to carry out their civic role fully in this current period and suggested retaining the current Mayor and Deputy Mayor.</p> <p>Cllr D Knowles moved to agree with this suggestion, Cllr's L Cruwys and C Daw seconded. This motion was carried.</p>
106	<p><b>Business Risk document- Circulated.</b></p> <p>The Town Clerk said that the Business Risk Report had been sent out to all members previously in readiness for the Full Council Meeting of 23<sup>rd</sup> March 2020 that had been subsequently postponed due to Covid-19. This had been reviewed by Cllr A Perris. It now needed to be adopted. Cllr C Slade proposed to accept the report, seconded by Cllr C Daw.</p> <p>All resolved to adopt the report</p>
107	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>a) <b>Balance sheet</b> (accepted)</li> <li>b) <b>Financial update</b> (accepted)</li> <li>c) <b>Authorise accounts for payment</b> (accepted)</li> <li>d) <b>Annual Governance Statement</b> (Cllr C Slade to visit the admin office to sign document)</li> <li>e) <b>Annual Accounts Statement</b> (Cllr C Slade to visit the admin office to sign document)</li> <li>f) <b>Debit card</b> Town Clerk explained that the Internal Auditor had requested documentation of approval for the town council debit card. He explained although the card had been originally approved he had been unable to locate the documented Minute for this. The Town Clerk said that all members received a list of payments including debit card payments on a monthly basis to review. So suitable measures were in place. Cllr C Slade moved to approve the use of the card by the Town Clerk to cover necessary expenditure that could not be invoiced to the council, this was seconded by Cllr C Daw.</li> </ul> <p>The motion was carried.</p> <ul style="list-style-type: none"> <li>g) <b>Asset register</b> The Town Clerk explained that the Internal Auditor had requested approval for any change to the register. There had been one addition of a laptop computer for the Assistant to the Town Clerk for the purpose of remote working. Cllr C Slade moved to approve the addition of the laptop. The motion was carried.</li> </ul>
108	<p><b>Committee Minutes</b></p> <ul style="list-style-type: none"> <li>a) <b>Finance &amp; GP Committee Minutes of the 10<sup>th</sup> February and 9<sup>th</sup> March 2020.</b> (Resolved to accept).</li> <li>b) <b>Planning Committee Minutes of the 17<sup>th</sup> February and 2<sup>nd</sup> and 15<sup>th</sup> March, and 18<sup>th</sup> May 2020.</b> (Resolved to accept).</li> <li>c) <b>Civic &amp; Ceremonial Committee Minutes of the 24<sup>th</sup> February 2020.</b> (Resolved to accept).</li> <li>d) <b>Climate Emergency Committee Minutes of the 2<sup>nd</sup> March 2020</b> (Resolved to accept).</li> <li>e) <b>Other reports or statements</b> Cllr C Daw raised two questions, the first regarding the proposed new town centre enhancement, she asked the councillors if they were aware that the town council were being blamed for the market centre not being improved and for the £40,000 spent to date on consultation. The second question was in regards to the Mid Devon District Council Public Consultation on dogs. Cllr Daw said that she had been contacted by many concerned dog owners who felt that they were being punished for being a responsible dog</li> </ul>

	<p>owner. Why were Mid Devon District Council trying to bring in measures to curb off lead exercise? And asking dog owners themselves to report any fouling incidents. The Town Clerk responded to the first question to say that the town centre enhancement plan had come up at a previous planning meeting, that cabinet members attended. The town council then gave their thoughts which he said was the democratic process.</p> <p>Cllr C Slade pointed out that it had only been brought to the planning meeting and not the full council meeting so was not representative of all the members.</p> <p>Cllr I Hill queried why Cllr C Daw had raised this question now, as the decision had been unanimous at the Planning meeting and had been documented in the Minutes, which had subsequently then been approved with no objections.</p> <p>Cllr C Daw responded to confirm that she had not accepted the approval of those Minutes.</p> <p>Cllr C Slade also responded to the second question relating to the Mid Devon District Council dog consultation. He informed the members that as this was a public consultation anyone could add their views by going onto the Mid Devon District Council website.</p> <p>Cllr S Griggs queried the opening of some non-essential shops before the 15<sup>th</sup> June 2020</p> <p>Cllr C Slade said that he was due to attend a zoom meeting regarding the re-opening Of the town centre and would hopefully be able to update more afterwards.</p>
109	<p><b>Emergency Delegated Powers</b></p> <p><b>3. To provide the Town Clerk, in association with the Mayor, with powers to deal with all council business if required to do so under emergency conditions. <i>This item would have been dealt with in March, and hopefully things have somewhat moved on, however, it needs to be documented to cover business between March and June.</i></b></p> <p>Cllr L Cruwys proposed that the Deputy Mayor (Cllr S Griggs) be added, as these powers would be likely to encompass a multitude of council work. Cllr B Holdman seconded this.</p> <p>Resolved to accept.</p>
110	<p><b>To approve the Covid-19 Emergency Procedures for the Town Council as circulated</b></p> <p>Cllr A Perris who had been leading on this project, gave the councillors an overview of the work carried out by the working party, schools, C.H.A.T., and volunteers. Explaining that there had been three papers, these being the initial setting up of the working party, the operational plan and the review plan. The papers had all been previously circulated to councillors along with the recordings of the phone conferences.</p> <p>He also gave his thanks to all concerned. He informed of the three papers produced for the working party and of the weekly phone conferences.</p> <p>Cllr A Perris said that the phone conferences had been reduced to bi-weekly at this stage. C.H.A.T. still retained an amount of the grant given by the town council and would hold this in case of any second wave in the pandemic and depending on this factor, would return any unused grant.</p> <p>Cllr C Slade proposed, seconded by Cllr P Hill.</p> <p>Resolved to accept.</p>
111	<p><b>Covid-19 Tiverton Assistance Plan (to note)</b></p>
112	<p><b>Covid-19 Report (to note)</b></p>
113	<p><b>Correspondence</b></p> <p>The Town Clerk said that there was no correspondence as he was circulating this to councillors via mail.</p>

114	Date of next meeting 20 <sup>th</sup> July 2020 (Time to be announced)
-----	--

Signed -----

Date -----