



Okehampton Town Council

Town Hall
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Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

18th June 2018

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 25th June 2018 at 7pm in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

Emma James
Town Clerk

Prayers to be offered by Rev Liz Singleton for those who wish to participate

Declarations of Interest - Members are reminded that they should declare any relevant interest in the items to be considered.

Urgent items - items for information only can be brought to the attention of the Council at the discretion of the Chairman at the end of the meeting.

No decision can be taken on items not detailed on the published agenda.

Business to be Transacted

1. **Apologies for Absence** - To receive apologies for absence
2. **Deferment of Business** – For questions from the public to bring matters of concern to the attention of the Town Council
3. **Members' Questions** - To receive questions from Members regarding the workings of the Council
4. **West Devon Borough Council** - To receive the report of the West Devon Borough Councillors, if present
5. **Devon County Council** - To receive the report of the Devon County Councillor, if present
6. **Adoption of Minutes of Committees and to Receive Questions from Members Thereon** -
6.1 To adopt the minutes of the Policy and Resources Committee meetings held on 23rd April and 14th May 2018 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.

- 6.2 To adopt the minutes of the Property Committee meeting held on 12th March 2018 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
- 6.3 To adopt the minutes of the Parks Committee meeting held on 9th April 2018 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
7. **Full Council Meeting Minutes** - To receive, sign and approve the minutes of the Town Council meetings held on 21st May and 11th June 2018
8. **Dispensations** - To note the grant of dispensations made by the Town Clerk in relation to those Councillors who are also Trustees of the Council's 3 Charities
9. **Matters Arising** –
- 9.1 Council Surgery – Feedback from Cllrs who attended the first surgery on 21st June
- 9.2 Plastic Waste Reduction – Cllr Parkins to update on progress
- 9.3 CCTV – Cllr Leech to feedback from a meeting with a representative from the PCC on 12th June and consideration of any action required
10. **Reserves** – To consider recommendations made by the Policy & Resources Committee
11. **Mace Bearers** – Appointment of a relief Mace Bearer to be considered
12. **Charter Hall Kitchen** – To note that the Chairman of Property Committee and Clerk had approved urgent alteration work to the hot water system
13. **Charter Hall Roof and Internal Works** – Cllr Weekes to update
14. **Town Council Survey** – To consider undertaking a survey of Okehampton residents
15. **Neighbourhood Plan Group** – Consideration of approval of Terms of Reference
16. **Policies/Documents** – Consideration of approval of listed documents previously circulated and as recommended by the Policy and Resources Committee
- 15.1 Data Security Breach Response Policy and Procedure
- 15.2 Statement of Internal Control
17. **Payment of Invoices** – To approve payment of invoices as per the schedule
18. **Civic Diary Report** - The Mayor to report
19. **Reports of Council Working Groups** – To consider, note reports and any action required from:
- a) Destination Okehampton (Cllr Ireland)
- b) Charities (Cllr Yelland)
- c) Buildings and Structures (Cllr Goffey)
20. **Reports on Current Activities by Community Groups with Town Council Representation**
- a) OkeRail Forum (Cllr Ireland)
- b) Neighbourhood Plan Group (Cllr Yelland)
21. **Questions Arising from Member reports** – To summarise any questions arising from WDBC and DCC reports for forwarding to relevant Members.
22. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:

- a) Dartmoor National Park Forum - Cllrs Cummings and Weekes
- b) Northern Parishes Link Committee - Cllrs Cummings and Ireland
- c) Okehampton Area Health & Wellbeing Alliance – Cllr Cushing

PART TWO

Items which may be taken in the absence of the press and public.
The Council is recommended to pass the following resolution:-

‘Resolved that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of sensitive and confidential information.’

- 23. **Traffic and Infrastructure; Presentation by a DCC Senior Transport Planning Officer** - Initial data findings to be presented to the Council, followed by the consideration of any actions arising
- 24. **Staffing** – To note updates on vacancies that have arisen and ratification of recommendations from P&R Committee