



*Okehampton Town Council*

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EX20 1AA

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Emma James  
Town Clerk

19<sup>th</sup> February 2018

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 26<sup>th</sup> February 2018 at 7pm in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

Emma James  
Town Clerk

**Presentation of a coffee table from the Okehampton named train that was originally presented to Walter Passmore when he was Mayor, by Elizabeth his daughter.**

Prayers

**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. **Visiting Speakers** -
  - PC Nathan Walker: Graffiti
  - Mr Watts, Manager of Barclays Bank: Okehampton branch closure
4. **Members' Questions** - To receive questions from Members regarding the workings of the Council.
5. **West Devon Borough Council** - To receive the report of the West Devon Borough Councillors, if present.
6. **Devon County Council** - To receive the report of the Devon County Councillor, if present.

7. **Adoption of Minutes of Committees and to Receive Questions from Members Thereon -**
  - a) To adopt the minutes of the Policy and Resources Committee meetings held on 18<sup>th</sup> December 2017 and 8<sup>th</sup> January 2018 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
  - b) To adopt the minutes of the Property Committee meeting held on 4<sup>th</sup> December 2017 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
  - c) To adopt the minutes of the Parks Committee meeting held on 20<sup>th</sup> November 2017 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
  - d) To adopt the minutes of the Planning Committee meetings held on 20<sup>th</sup> and 27<sup>th</sup> November, 18<sup>th</sup> December 2017 and 8<sup>th</sup> January 2018 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
8. **Full Council Meeting Minutes** - To receive, sign and approve the minutes of the Town Council meeting held on 15<sup>th</sup> January 2018
9. **Policies/Documents** –
  - a) Consideration of approval of listed documents previously circulated and as recommended by the Policy and Resources Committee:
    - Complaints Policy
    - Lone Working Policy
  - b) Consideration of approval of Terms of Reference for the Personnel Sub-Committee as recommended by the Policy & Resources Committee
10. **Annual Town Assembly and Report for 2017/18** – To consider and agree the format of the Annual Town Assembly and to approve the draft report for 2017/18
11. **Code of Conduct** –
  - a) NALC Survey - Consideration of a response to a survey regarding the Code of Conduct
  - b) Training Session – 2 spaces available for a training session at WDBC in Tavistock on 18<sup>th</sup> April
12. **Plastic Waste Reduction**
13. **School Consultation** - Consideration of a response to the new primary school Section 10 Consultation
14. **Neighbourhood Plan Working Group** – Consideration of an amendment to the Terms of Reference, reducing the quorum from 6 to 4 members
15. **Civic Diary Report** - The Mayor to report
16. **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
17. **Reports on Current Activities by Community Groups with Town Council Representation**
  - a) OkeRail Forum (Cllr Ireland)
  - b) Neighbourhood Plan Group (Cllr Yelland)

18. **Questions Arising from Member reports** – To summarise any questions arising from WDBC and DCC reports for forwarding to relevant Members.
19. **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/Goffey
  - b) Northern Parishes Link Committee - Cllrs Cummings and Ireland
  - c) Okehampton 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.'

20. **Traffic and Infrastructure** – Updates and decisions as necessary and consideration of correspondence
21. **Community Governance Review** – Update on the decision by WDBC and any necessary action to be taken
22. **WDBC Mayoral Award 2017/18 Nominations** – Nominations to be put forward for consideration
23. **Caretakers** – Ratification of the Job Descriptions and Contracts of Employment for Caretaking staff as recommended by P&R Committee
24. **Staffing** – Ratification of recommendation from P&R Committee regarding the Town Clerk's appointment following the end of probationary period appraisal review