



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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townclerk@okehampton.gov.uk

Emma James
Town Clerk

23rd April 2018

Dear Councillor

You are summoned to attend the Annual Meeting/Ceremony of Mayor Choosing of Okehampton Town Council to be held on Wednesday 9th May 2018 at 12noon in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

Emma James
Town Clerk

Welcome by the Mayor then prayers by the Mayor's Chaplain

Business to be Transacted

1. To elect The Mayor of Okehampton for the ensuing year and signing of the statutory declaration of acceptance of office
 2. To elect The Deputy Town Mayor for the ensuing year
 3. Apologies for Absence - To receive apologies from Members unable to attend.
 4. Retiring Town Mayor - Councillor J Goffey - report/presentations.
 5. The Town Mayor to respond (acceptance speech).
 6. Expenses incurred by the Office of the Mayor - To endorse an allowance of £2,500 to defray the expenses attached to this office in pursuance of section 15 (5) of the Local Government Act 1972.
 7. Committees of the Council -
 - 7.1 To appoint Councillors to the following Committees for the ensuing year:
 - Parks
 - Planning
 - Policy & Resources
 - Property
 - Emergencies – Mayor & Committee Chairs
- Proposed *en bloc*

- 7.2** To elect Chairmen and Vice Chairmen to the Committees as follows:
- Parks
 - Planning
 - Policy & Resources
 - Property
 - Emergencies – Mayor *ex officio* Chairman
- 8.** Working Groups – To agree representatives to the following Working Groups reporting to the full Council:
- Destination Okehampton
 - Okehampton & Hamlets Neighbourhood Plan Group (Community group with representation from Okehampton Town and Okehampton Hamlets Parish Councils)
 - Charities
- Proposed *en bloc*
- 9.** Representatives to Other Bodies, including Charities - To appoint Councillors as representatives of this authority to other bodies, including the ratification of those appointed to Charities, and to agree reporting arrangements.
Proposed *en bloc*
- 10.** Nomination of a Member to undertake quarterly Council financial checks
- 11.** Council and Committee Schedule of Meetings 2018/19 - To consider and agree the schedule of meetings for the ensuing year.