



*Okehampton Town Council*

Town Hall  
Fore Street  
Okehampton  
Devon  
EX20 1AA

01837 53179  
[townclerk@okehampton.gov.uk](mailto:townclerk@okehampton.gov.uk)

Emma James  
Town Clerk

14<sup>th</sup> May 2018

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 21<sup>st</sup> May 2018 at 7pm in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

Emma James  
Town Clerk

**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. **Full Council Meeting Minutes** - To receive, sign and approve the minutes of the Town Council meetings held on 30<sup>th</sup> April and 9<sup>th</sup> May 2018
7. **Matters Arising** –
  - 7.1 Promotion of Local Councils – (Cllr Goffey) Feedback from the coffee morning on 19<sup>th</sup> May
  - 7.2 Council Surgery – (Cllr Yelland) Update on arrangements and promotion
  - 7.3 Plastic Waste Reduction – (Cllr Parkins) Update on progress
8. **End of Year Bank Reconciliation/Balance Sheet** – To consider and approve the bank reconciliation for the year ended 31<sup>st</sup> March 2018

9. **Internal Audit Report** – To note the report and actions required
10. **Annual Governance Statement 2017/18** – To consider and approve the statement
11. **Accounting Statements 2017/18** – To consider and approve the statement
12. **Policies/Documents** – Consideration of approval of listed documents previously circulated and as recommended by the Policy and Resources Committee:
  - a) Absence Management Policy
  - b) Document Retention Policy
  - c) Subject Access Request Policy
  - d) Privacy Policy
  - e) Financial Risk Assessment
13. **CCTV** – To note and consider an update from the Police & Crime Commissioner
14. **Prayers** – Review of NALC's legal briefing in respect of Prayers at meetings and consideration of future arrangements
15. **Civic Service** – To note the arrangements for the Civic Service on 16<sup>th</sup> September 2018
16. **Civic Diary Report** - The Mayor to report
17. **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)
18. **Reports on Current Activities by Community Groups with Town Council Representation**
  - a) OkeRail Forum (Cllr Ireland)
  - b) Neighbourhood Plan Group (Cllr Yelland)
19. **Questions Arising from Member reports** – To summarise any questions arising from WDBC and DCC reports for forwarding to relevant Members.
20. **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.'

21. **Traffic and Infrastructure** – Updates and decisions as necessary and consideration of correspondence
22. **Staffing** – To note update and ratification of any recommendations from P&R Committee