

19 December 2013

Dear Councillor

You are hereby summoned to attend a meeting of the Okehampton Town Council to be held on Monday 6 January 2014 at 7.00 pm in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

J Gillard  
Acting Town Clerk

Prayers -

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

**Items requiring urgent attention - to consider those items which, in the opinion of the Town Mayor, should be considered by the meeting as matters of urgency (if any). To be taken at the end of the meeting.**

**Business To Be Transacted**

1. **Apologies for Absence** - To receive apologies from Councillors unable to attend.
2. **Deferment of Business** - For comment by the public.
3. **West Devon Borough Council** - To receive the remarks of the West Devon Borough Councillors, if present.
4. **Devon County Council** - To receive the report of the Devon County Councillor, if present.

5. **Adoption of Minutes of Committees and to Receive Questions from Members Thereon** -
  - 5.1 To adopt the minutes of the Policy and Resources Committee meeting held on 28 October 2013 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
  - 5.2 To adopt the minutes of the Planning Committee meetings held on 21 October 2013 and 18 November 2013 and the Chairman to receive questions from Members regarding the workings and decisions made at these Committee meetings.
  - 5.3 To adopt the minutes of the Parks Committee meeting held on 7 October 2013 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
  - 5.4 To adopt the minutes of the Property Committee meetings held on 14 October 2013 and 18 November 2013 and the Chairman to receive questions from Members regarding the workings and decisions made at these Committee meetings.
6. **Full Council Meeting Minutes** - To receive, sign and approve the minutes of the Town Council meeting held on 4 November 2013.
7. **Matters Arising** -
  - 7.1 **Town Council Vacancies** - To receive an update.
  - 7.2 **Okehampton Tourist Information Centre** - Mayor to report and review letter.
  - 7.3 **Mayor's Community Breakfast** - Mayor to report.
8. **Staffing Matters** - To review proposed new staffing and other matters as per papers attached.
9. **2014/15 Budgets** - To review and finalise proposed 2014/15 budget and setting precept (providing all information available) - see attached papers.
10. **West Devon Borough Council Boundary Review** - To consider if response required by Council.
11. **Okehampton Town Council Newsletter** - Mayor/Clerk to report.
12. **Destination Okehampton** - Councillor Ireland to report.
13. **Civic Diary Report** -
  - (i) Mayor to report.
  - (ii) Deputy Mayor to report.