



Okehampton Town Council

Town Hall
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Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

16th July 2018

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 23rd July 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. **Visiting Speaker** – To receive a presentation from Mr Snow, Deputy Lord Lieutenant of Devon regarding the work of the Devon Lieutenancy
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. **Questions Arising from Member reports** – To summarise any questions arising from WDBC and DCC reports

8. **Adoption of Minutes of Committees and to Receive Questions from Members Thereon -**
- 8.1 To adopt the minutes of the Policy and Resources Committee meetings held on 11th, 18th and 25th June 2018 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
- 8.2 To adopt the minutes of the Planning Committee meetings held on 9th and 16th April, 14th May, 4th and 18th June, and 2nd July 2018 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
9. **Full Council Meeting Minutes** - To receive, sign and approve the minutes of the Town Council meeting held on 25th June 2018
10. **Matters Arising** –
- 10.1 CCTV – To consider report from Cllr Leech, previously circulated papers from the PCC's Office and actions to be taken to progress the project
- 10.2 Mace Bearers – To note acceptance of the voluntary position by Mr J Dean in a relief capacity. Excising Mace Bearers are also considering possible candidates for the relief position.
- 10.3 Town Council Survey – To note the initial meeting is likely to take place over the summer
- 10.4 Council Emails – Clerk to provide an update on progress
11. **Simmons Homes Charity** – To consider a request from the Charity for the nomination of Mr Drew for a further term of four years as a Trustee of the Charity in view of the upcoming expiration of his current term of office on 12th October 2018.
12. **GWR Railway Map** – To note the donation of a GWR Railway map believed to be from the 1930's and associated letter from a member of the public
13. **Remembrance Parade and Commemoration of 100 years since the end of WW1** – Consideration of a request from the RBL to hold a joint event in the Charter Hall on 11th November following the Remembrance Parade and to taking part in the Battle's Over events later that same day
14. **Freedom of Information Request** – To note the recent request and response
15. **Councils Together** – To consider a request from Cllr Goffey to formalise the group to enable councils in the locality to work together and provide a forum for the sharing of ideas
16. **Committee Terms of Reference** – Consideration of approval of revised Terms of Reference for each of the council's committees, previously circulated, as recommended by the relevant Committee:
- 16.1 Planning Committee
- 16.2 Parks Committee
- 16.3 Property Committee
- 16.4 Policy & Resources Committee
17. **Policies/Documents** – Consideration of approval of listed documents previously circulated and as recommended by the Policy and Resources Committee
- 17.1 Data Security Breach Response Policy and Procedure
- 17.2 Statement of Internal Control
18. **Social Media** – To consider setting up a Town Council information only Facebook page to assist with marketing of the Council's facilities and as an information point for initiatives such as the Councillor Surgeries
19. **Civic Diary Report** - The Mayor to report

20. **Payment of Invoices** – To approve payment of invoices as per the schedule
21. **Reports of Council Working Groups** – To consider, note reports and any action required:
- 21.1 Destination Okehampton (Cllr Ireland)
 - 21.2 Charities (Cllr Yelland) to report on the meeting and ratification of the recommendation for legal advice to be obtained
22. **Reports on Current Activities by Community Groups with Town Council Representation**
- 22.1 OkeRail Forum (Cllr Ireland)
 - 22.2 Neighbourhood Plan Group (Cllr Yelland)
23. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
- 23.1 Dartmoor National Park Forum - Cllrs Cummings and Weekes
 - 23.2 Northern Parishes Link Committee - Cllrs Cummings and Ireland
 - 23.3 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.’

24. **Staffing** – Report from the Policy & Resources Committee (Cllr Yelland)
- 24.1 To note the appointment of an Assistant Town Clerk
 - 24.2 To receive an update on the recruitment process for the Senior Caretaker and Park-Keeper vacancies