



*Okehampton Town Council*

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Okehampton  
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EX20 1AA

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Emma James  
Town Clerk

18<sup>th</sup> October 2018

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 29<sup>th</sup> October 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. **Visiting Speaker** – To welcome and receive a presentation by Mr Bill Horner, DCC County Archaeologist, regarding the Crediton Road Archaeological Dig
3. **Deferment of Business** – For questions from the public to bring matters of concern to the attention of the Town Council
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 meeting held on 10<sup>th</sup> September 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 Property Committee meeting held on 6<sup>th</sup> August 2018 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
  - 8.3 To adopt the minutes of the Parks Committee meeting held on 3<sup>rd</sup> September 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 meetings held on 24<sup>th</sup> September and 8<sup>th</sup> October 2018
10. **Matters Arising** – To note updates and consider actions as required
  - 10.1 **Remembrance Parade and Commemoration of 100 years since the end of WW1** – Update on arrangements refreshments after the Parade and Service and for ‘Battles Over’ events being held in conjunction with the RBL
  - 10.2 **Traffic Signal Refurbishment** – To note the response to the Mayors letter to DCC Highways regarding the proposed work
  - 10.3 **Boiler Replacement** – To note the anticipated date for the installation and consider approval of any associated work that may be required, including asbestos inspections
11. **Internal Auditor**– To note the internal auditors interim visit report
12. **Okehampton Fairtrade Group** – To consider approval of the Council’s continued support to enable the group to apply for status renewal
13. **CCTV** – To consider the following items of business in relation to CCTV and approve any action required
  - 13.1 **Parks CCTV** - Cllr Marsh to report on a meeting with the Clerk, Park-Keeper and a supplier regarding proposals for a system for Simmons Park
  - 13.2 **Town CCTV** – Cllr Leech to update and report on proposals for CCTV system options both in the town and park
14. **Station Road Traffic Order** – To further consider a suggestion from Cllr Parkins regarding the introduction of parking restrictions in Station Road; both for residents and on reinstatement of the rail service
15. **Broome Park Timber Retaining Walls** – Consideration to be given to a report to be made by Cllr Leech and to agree any action required
16. **Prayers Prior to Meetings** – To note, as requested by Cllr Cushing, in the absence of a Revd a Councillor may say the Town Council Prayer prior to the commencement of a meeting of the full Council
17. **Election Engagement** – To consider how the Council could engage and encourage members of the public to stand for nomination in the run up to the Elections in May 2019
18. **Civic Diary Report** – To note events attended by the Mayor and Deputy Mayor during September 2018
19. **Policies/Documents** –
  - 19.1 Consideration of approval of listed documents previously circulated and as recommended by the Policy and Resources Committee:

- Wood/Logs Policy
- 19.2** Consideration of approval of listed documents previously circulated and as recommended by the Policy and Resources Committee and following staff consultation:
- Capability Policy
  - Whistleblowing Policy

- 20. Strategic Plan** – To note the Clerk’s recommendation that the Council prepare a 4 year strategic plan and consider suggestion as to how this is achieved, see previously circulated document
- 21. Payment of Invoices** – To approve payment of invoices as per the schedule
- 22. Reports of Council Working Groups** – To consider, note reports and any action required:
- 22.1** Charities (Cllr Yelland) to provide an update on progress
- 23. Reports on Current Activities by Community Groups with Town Council Representation**
- 23.1** OkeRail Forum (Cllr Ireland)
- 23.2** Neighbourhood Plan Group (Cllr Yelland)
- 24. Members’ Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
- 24.1** Dartmoor National Park Forum - Cllrs Cummings and Weekes
- 24.2** Northern Parishes Link Committee - Cllrs Cummings and Ireland
- 24.3** 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.’

- 25. Mace Bearers** – To consider and approve nominations received for the role
- 26. Town Marketing** – (Cllr Vachon) Discussion and consideration of proposals to market and promote Okehampton. to report