



*Okehampton Town Council*

Town Hall  
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Okehampton  
Devon  
EX20 1AA

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Emma James  
Town Clerk

18<sup>th</sup> February 2019

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 25<sup>th</sup> February 2019 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. **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. **Questions Arising from Member reports** – To summarise any questions arising from WDBC and DCC reports
7. **Adoption of Minutes of Committees and to Receive Questions from Members Thereon** -  
7.1 To adopt the minutes of the Policy and Resources Committee meeting held on 14<sup>th</sup> January 2019 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.

- 7.2 To adopt the minutes of the Parks Committee meetings held on 10<sup>th</sup> December 2018 and 7<sup>th</sup> January 2019 the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
- 7.3 To adopt the minutes of the Property Committee meetings held on 3<sup>rd</sup> and 10<sup>th</sup> December 2018 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
8. **Full Council Meeting Minutes** - To receive, sign and approve the minutes of the Town Council meeting held on 28<sup>th</sup> January 2019
9. **CCTV** – To consider the following items of business in relation to CCTV and approve any action required, should further reports or information have been received
- 9.1 **Parks CCTV** - Cllr Marsh to report
- 9.2 **Town CCTV** – Cllr Leech to report
10. **Simmons Home Charity, Trustee Nomination** – To consider a request from the Charity that Mr Webber be re-nominated as a Trustee for a further term of four years from May 2019
11. **The Charities of Holditch and Others** - To consider a request from the Charity that Mrs C Marsh, Mrs J Booth and Mr C Letchford be re-nominated as Trustees for a further term of four years from May 2019 should the winding up of the Charity not be concluded by this time
12. **WDBC's Proposal for the Future Public Toilets in Market Street** – To note the resolution made at a meeting of WDBC on 12<sup>th</sup> February 2019 regarding proposed funding for the development of the site and any action required
13. **Open Space, Sports and Recreation Plan (OSSR)** – Consideration of correspondence received regarding the creation of a Town Open Space, Sport and Recreation Plan to enable the spending of the s106 funding from the Romansfield development and to identify other open space and play projects
14. **Asset Transfer** – To consider the comments by the Solicitor and the Agreement documentation
15. **Water Testing** – To note the Property Committee resolution at Min Ref 696.7 to place an order for monitoring and recommended works in the sum of £3,725 to be undertaken and for which the order has been placed
16. **Annual Town Assembly and Report for 2018/19** – To consider and agree the format of the Annual Town Assembly and to approve the draft report for 2018/19
17. **GDPR** –
- 17.1 Awareness Checklist for Councillors – To note the circulated checklist
- 17.2 Councillors as Data Controllers – To consider the circulated briefing document regarding the possible need for some Councillors to register with the ICO and any action required
18. **Policies/Documents** –  
Consideration of approval of listed documents previously circulated and as recommended by the Policy and Resources Committee
- Health & Safety Policy
  - Lone Working Policy
19. **Civic Diary Report** – To note events attended by the Mayor and Deputy Mayor during January 2019

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 Charities (Cllrs Yelland, Leech and Marsh)  
21.2 Government Future of High Streets Fund (Cllrs Yelland, Rush, Goffey, and Marsh)
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 Matters** – To receive a report