



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

18th March 2019

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 25th March 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 11th February 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 Planning Committee meetings held on 21st January, 4th and 25th February 2019 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 meetings held on 25th February and 4th March 2019
9. **Matters Arising** – To note updates and consider actions as required
- 9.1 **GDPR, Councillor Registration with the Information Commissioners Office** – To receive an update from the Clerk
- 9.2 **Royal Garden Party 2019** – To receive an update following the submission of a nomination for attendance at the event
10. **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
- 10.1 **Parks CCTV** - Cllr Marsh to report
- 10.2 **Town CCTV** – Cllr Leech to report
11. **Market Street Toilets** – To consider correspondence from WDBC regarding the future of the toilets and site, and to resolve any actions
12. **Payment of Expenses following the Elections** – To consider ratification of a recommendation from the Policy & Resources Committee for the delegation of payment of invoices and expenses to the Clerk and Assistant Clerk on a temporary basis following the elections in the event there are not enough Members as bank signatories or the Council is inquorate providing that audits of the transactions are undertaken on a fortnightly basis.
13. **Moor Otter Project 2017** – To note feedback and an update as to the progress made following the fundraising event in 2017
14. **2019/20 Meeting Schedule** – To approve, ahead of the elections, the schedule of meetings for 2019/20
15. **Policies/Documents** –
Consideration of approval of the following listed document, previously circulated, and as recommended by the Policy and Resources Committee
- Snow and Ice Management Policy
16. **WDBC Mayors and Clerks Meeting** – To receive a report from Cllr Carpenter and the Clerk following attendance at the meeting held on 28th February
17. **Civic Diary Report** – To note that no events were attended by the Mayor and Deputy Mayor during February 2019
18. **Payment of Invoices** – To approve payment of invoices as per the schedule
19. **Reports of Council Working Groups** – To consider, note reports and any action required:
- 19.1 Charities (Cllrs Yelland, Leech and Marsh)
- 19.2 Government Future of High Streets Fund (Cllrs Yelland, Rush, Goffey, and Marsh)
20. **Reports on Current Activities by Community Groups with Town Council Representation**
- 20.1 OkeRail Forum (Cllr Ireland)
- 20.2 Neighbourhood Plan Group (Cllr Yelland)
21. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
- 21.1 Dartmoor National Park Forum - Cllrs Cummings and Weekes

21.2 Northern Parishes Link Committee - Cllrs Cummings and Ireland

21.3 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.’

22. **Okehampton Town Council Mayoral Award** – To receive nominations for the award for presentation at Mayor Choosing in May
23. **Asset Transfer** – To consider the documentation for the transfer of 3 assets from WDBC to the Town Council
24. **Fairplace Toilet Cleaning Contract** –
 - 24.1 To review tenders received for the cleaning of the toilets at Fairplace and resolve the letting of the contract
 - 24.2 To consider the quotation for disposal of sanitary waste, if required
 - 24.3 To consider a contract for the servicing of the Wallgates (handwashing Units)
 - 24.4 To consider requesting financial contributions to assist with the funding of the facility
25. **Staffing Matters** – To receive a report from the Clerk/Chair of Policy & Resources Committee
26. **Complaints Against Councillors** – To receive a report from the Clerk, in compliance with the Councils Complaints Policy and Procedure