



*Okehampton Town Council*

Town Hall  
Fore Street  
Okehampton  
Devon  
EX20 1AA

01837 53179  
[townclerk@okehampton.gov.uk](mailto:townclerk@okehampton.gov.uk)

Emma James  
Town Clerk

13<sup>th</sup> May 2019

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 20<sup>th</sup> May 2019 at 7pm in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

Emma James  
Town Clerk

Prayers to be offered 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** – None

8. **Full Council Meeting Minutes** - To receive, sign and approve the minutes of the Town Council meetings held on 15<sup>th</sup> and 29<sup>th</sup> April 2019
9. **Matters Arising** – To note updates and consider actions as required - None
10. **End of Year Bank Reconciliation/Balance Sheet** – To consider and approve the bank reconciliation/balance sheet for the year ended 31<sup>st</sup> March 2019
11. **Internal Audit Certificate and Report** – To review the 2018/19 year end certificate and report, and note any actions that may be required to be undertaken
12. **Annual Governance Statement 2018/19** – To consider and resolve to approve the annual governance statement
13. **Accounting Statements 2018/19** – To consider and resolve to approve the accounting statements
14. **General Power of Competence** – To resolve the re-adoption and continued use of the General Power of Competence originally adopted by the Council in January 2018, and for which the Council is still eligible.
15. **Dispensation** –
  - 15.1 To note the grant of dispensations made by the Town Clerk in relation to those Councillors who are also Trustees of the Council's Charities
  - 15.2 To note the grant of dispensation made by the Town Clerk permitting all Councillors to take part in discussions and vote regarding the setting of the Precept
16. **Bank Signatories**
  - 16.1 To review Lloyds and Natwest bank account signatories and those authorised to make Lloyds online payments
  - 16.2 To reapprove authorisation for the Clerk and Assistant Clerk to correspond with Natwest regarding all aspects of the Councils accounts held with them
17. **Civic Regalia** –
  - 17.1 Mayors Robe – To note that the condition of the Robe is deteriorating and to consider a protocol as to its use
  - 17.2 Chains – To note that the Chains require attention and that the Clerk will be consulting with a local jeweller regarding any repairs that may be required
18. **Councillor Surgery** – To resolve to recommence the holding of monthly Councillor Surgeries in the Town Hall commencing June 2019, with the exception of August and December
19. **Market Street Toilets** – To consider a response from WDBC in relation to the Town Council's offer to enter into negotiations with a view to taking on a repairing/maintenance lease with responsibility for cleaning and maintenance within the building only, and the backdating of costs from 1<sup>st</sup> April 2019, and to resolve any actions arising
20. **Policies/Documents** –
  - 20.1 Consideration of approval of the following listed documents, previously circulated, and as recommended by the Policy and Resources Committee
    - Financial Regulations
    - Financial Risk Assessment
    - Investment Strategy
    - Internal Control Statement
  - 20.2 Review and agreement of the Neighbourhood Development Plan Working Group Expenditure Protocol including the nomination of a councillor to endorse the expenditure in line with the protocol (item 3)
  - 20.2 Review of the Neighbourhood Development Plan Working Group Terms of Reference

21. **Civic Diary Report** – To note no events attended by the previous Mayor and Deputy Mayor during April 2019
22. **Payment of Invoices**  
22.1 To approve payment of invoices as per the schedule  
22.2 To note that a cheque in the sum of £1,350, being the sum raised by the Mayor, Cllr Carpenter, was raised from the Mayors Charity Account and presented to Cancer Research UK at the Annual Council having been signed by Cllr's Ireland and Marsh
23. **Reports of Council Working Groups** – To consider, note reports and any action required:  
23.1 Charities (Cllrs Yelland, Leech and Marsh)  
23.2 Government Future of High Streets (Cllrs Yelland, Rush, Goffey, Marsh and Leech)  
23.3 Strategic Plan (Cllrs Yelland, Ireland and Leech)
24. **Reports on Current Activities by Community Groups with Town Council Representation**  
24.1 Neighbourhood Plan Group (Cllrs Goffey, Leech and Penna) – To receive a report and consider approval of the expenditure to engage the Consultant to write the policies for the plan
25. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:  
25.1 Okehampton Matters - Cllrs Rush and Vachon