



*Okehampton Town Council*

Town Hall  
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EX20 1AA

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Emma James  
Town Clerk

8<sup>th</sup> May 2019

Dear Councillor

You are summoned to attend the Annual Meeting/Ceremony of Mayor Choosing of Okehampton Town Council to be held on Wednesday 15<sup>th</sup> May 2019 at 12noon in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

Emma James  
Town Clerk

Welcome by the Mayor then prayers by the retiring Mayor's Chaplain, Rev Liz Singleton

**Business to be Transacted**

1. To elect the Mayor of Okehampton for the ensuing year and signing of the statutory declaration of acceptance of office
2. To elect the Deputy Town Mayor for the ensuing year
3. Apologies for Absence - To receive apologies from Members unable to attend
4. Retiring Town Mayor - Speech and presentations (Mayors Awards)
5. The newly elected Town Mayor's Acceptance Speech
6. Expenses incurred by the Office of the Mayor - To endorse an allowance of £2,500 to defray the expenses attached to this office in pursuance of section 15 (5) of the Local Government Act 1972.
7. Committees of the Council -  
To appoint Councillors to the following Committees and to elect the Chairmen and Vice Chairmen for the ensuing year: Parks
  - Planning
  - Policy & Resources
  - Property
  - Emergencies – Mayor & Committee Chairs
  - Personnel Sub-Committee – Mayor & Committee Chairs

8. Working Groups – To agree representatives to the Working Groups, as previously circulated list:
9. Representatives to External Bodies - To appoint Councillors as representatives of this authority to other bodies, including the ratification of those appointed to Charities, and to agree reporting arrangements, as previously circulated list.
10. Nomination of a Member to undertake monthly Council financial checks including bank reconciliations and BACS payments