



Okehampton Town Council

Town Hall
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Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

17th June 2019

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 24th June 2019 at 7pm in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

Emma James
Town Clerk

Prayers will be offered by Cllr Rev Mike Davies 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. **Visiting Speaker** – To receive a presentation from David Eaton, Strategy and Planning Officer (CCTV Project Manager) from the Office of the Police and Crime Commissioner regarding the provision of CCTV in Okehampton, and to have the opportunity to ask questions in relation to CCTV
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** – Questions arising from WDBC and DCC reports in relation to items as presented to the meeting to be summarised and recorded by the Clerk for forwarding to the relevant persons.
8. **Adoption of Minutes of Committees and to Receive Questions from Members Thereon** –
 - 8.1 To adopt the minutes of the Planning Committee meetings held on 18th March and 8th April 2019 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 Parks 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.
 - 8.3 To adopt the minutes of the Policy & Resources Committee meetings held on 15th April and 23rd May 2019 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
 - 8.4 To adopt the minutes of the Personnel Sub-Committee meeting held on 15th April 2019 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 15th and 20th May and 3rd June 2019
10. **Matters Arising** – To note updates and consider actions as required
 - 10.1 **Internal Audit Certificate and Report** – To note the documentation that was circulated and reviewed at the Policy & Resources Committee meeting on 17th June 2019.
 - 10.2 **OHPC & OTC Neighbourhood Plan Group Expenditure Protocol** – To consider the revised expenditure ratio of 82% OTC / 18% OHPC which is based on Electoral Register figures provided by WDBC as of May 2019 (5383 OTC / 1206 OHPC) and approval of the protocol
 - 10.3 **Councillor Data Protection Registration** – To note that on 1st April 2019 an amendment was made to the Data Protection (Charges and Information) Regulations 2019 exempting elected Councillors from having to pay a registration fee and that arrangements for Cllrs to be registered will be made by the Clerk
11. **Council Committee and Working Group Membership** – To review membership of Committees and Working Groups to include Cllr Jessop and any other changes that may be requested for consideration
12. **DALC Election of County Committee for 2019 – 2023** – To consider nominations of a Councillor for election to the County Committee
13. **VE Day 75** – To consider an invitation to Town and Parish Councils to take part in VE Day 75th Anniversary Celebrations taking place on 8th, 9th and 10th May 2020
14. **Devon Climate Declarations** – To consider supporting local declarations and consider actions the Council may wish to take
15. **Public Toilets** – To receive and consider the following updates from the Clerk:
 - 15.1 Market Street – progress with regards to the lease of the facility to the Council
 - 15.2 The response from Okehampton Hamlets Parish Council in relation to a request for financial assistance for the running of the facility
16. **Policies/Documents** –
 - 16.1 Consideration of approval of the following listed documents, previously circulated, and as recommended by the Policy and Resources Committee
 - Freedom of Information Publication Scheme

- Memorial Management Policy
- Safeguarding
- Simmons Park and Kempeley Meadows Management Plan
- Waste Management and Recycling Policy

16.2 Consideration of approval of the following listed Terms of Reference, previously circulated, and as recommended by the Policy and Resources Committee

- Parks Committee
- Personnel Sub-Committee
- Policy & Resources Committee

17. Civic Events – To note dates of Civic events within the Mayoral year and the statement of account for the Civic Dinner in March 2019:

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| • Civic Service | Sunday 15 th September 2019 |
| • Remembrance Parade | Sunday 10 th November 2019 |
| • Edwardian Evening | Thursday 5 th December 2019 |
| • Civic Dinner | Friday 6 th March 2020 |
| • Mayor Choosing and Annual Meeting | Wednesday 13 th May 2020 |

18. Civic Diary Report – To note events attended by the Mayor and Deputy Mayor during May 2019

19. Payment of Invoices - To approve payment of invoices as per the schedule

20. Reports of Council Working Groups – To consider, note reports and any arising action required:

20.1 Charities (Cllrs Yelland, Leech and Marsh)

20.2 Government Future of High Streets (Cllrs Yelland, Rush, Goffey, Marsh and Leech)

20.3 Strategic Plan (Cllrs Yelland, Ireland and Leech)

21. Reports on Current Activities by Community Groups with Town Council Representation

– To consider, note reports and any arising action required

21.1 Neighbourhood Plan Group (Cllrs Goffey, Leech and Penna)

22. Members' Reports and Items for Agendas - To receive reports from Members attending other organisations on behalf of the Council:

22.1 Okehampton Matters - Cllrs Rush and Vachon

22.2 DALC Larger Councils Sub-Committee (Cllr Tolley and the Clerk)