



Okehampton Town Council

Town Hall
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Okehampton
Devon
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Emma James
Town Clerk

22nd July 2019

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 29th July 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** -
 - 1.1 To receive apologies for absence
 - 1.2 To consider the report prepared by the Clerk regarding the correct procedure for approval of apologies for absence from Council meetings, including meeting of Committees and Sub-Committees and to resolve to commence the proper process at the next committee meeting on 5th August so as to comply with regulation.
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 AWM Terry Reynolds, Station Commander of Okehampton Fire Station, regarding the service provided by the station for the community and the proposed changes to service delivery within Devon and Somerset Fire and Rescue Service, followed by the opportunity for questions by Members
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 **Parks Committee** meeting held on 3rd June 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 **Policy & Resources Committee** meetings held on 17th June 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 **Property Committee** meeting held on 8th 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 24th June and 11th July 2019
10. **Matters Arising** – To note updates and consider actions as required:
 - 10.1 **Councillor Data Protection Registration** – To note that arrangements for Cllrs to be registered will be made by the Clerk
 - 10.2 **DALC Election of County Committee for 2019 – 2023** – To note that Cllr Goffey's nomination was successful and to resolve that subsequent reports will be fed back to the Property Committee, or other meeting as agreed
 - 10.3 **Northern Outreach Service** – To note the resolution made by WDBC Hub Committee to close the service in Okehampton as of 31st July 2019 and to resolve any action
 - 10.4 **CCTV** –
 - To note that an application for grant funding from the Policy & Crime Commissioner has been submitted and that tender documentation for the project is being prepared
 - To receive a report from Members who visited a CCTV Monitoring Hub on 16th July
11. **Devon & Somerset Fire & Rescue Service, Service Delivery Operation Model Proposal and Consultation** – To give consideration to the presentation earlier in the meeting by AWM Terry Reynolds, regarding proposed changes and to resolve a response to the consultation which closes on 22nd September 2019
12. **Data Protection** – To note correspondence received from St John Ambulance regarding a ransomware attack on one of their test systems on Tuesday 2nd July 2019.
13. **West Devon Town Centres** – To consider and make a resolution in response to correspondence received from the Head of Place Making, SHDC/WDBC, which recommends that the town organises and holds a meeting, supported by WDBC. The meeting would involve the community and local groups with the objective of identifying key issues of concern and potential collaborative actions points
14. **'Intouch Oke'** – To note that Okehampton Health and Wellbeing Alliance is producing information packs 'Intouch Oke' which will include sources of information relating to health, wellbeing, family, young people, money matters and transport, and that the Town Hall will be one of the locations hosting the packs
15. **Climate Declaration** –
 - 15.1 To receive a report from Members who have attended a local Climate Crisis 'What Can We Do?' meeting and Cllr Goffey who attended an event arranged by DCC in Exeter
 - 15.2 Following the Councils resolution to sign up to the Devon Climate Declaration, to resolve to set up and agree the membership of a Working Group to review action being taken by the Council and recommendations for consideration

16. **Policies/Documents** –
- 16.1 Consideration of approval of the Data Security Breach Response Policy and Procedure, previously circulated, and as recommended by the Policy and Resources Committee
- 16.2 Consideration of approval of the following listed Terms of Reference, previously circulated, and as recommended by the Policy and Resources Committee
- Emergency Committee
 - Property Committee
17. **Mayors Photos** – To note that photographs of Mayors will be sought with a view to bringing photographic records up-to-date.
18. **Civic Diary Report** – To note events attended by the Mayor and Deputy Mayor during June 2019
19. **Payment of Invoices** - To approve payment of invoices as per the schedule
20. **75th Anniversary of VJ Day** – To resolve to agree a request by Cllr Tucker that the 75th Anniversary of VJ Day, which falls on 15th August 2020, is marked by the Council and that the Working Group already set up to look into options for marking the VE Day 75th Anniversary in May 2020 is also tasked to consider the options and make agreed arrangements for this event
21. **Reports of Council Working Groups** – To consider, note reports and any arising action required:
- 21.1 **Charities** (Cllrs Yelland, Leech and Marsh)
- 21.2 **Government Future of High Streets** (Cllrs Yelland, Rush, Goffey, Marsh and Leech) – To note that the Council's bid unsuccessful
- 21.3 **Strategic Plan** (Cllrs Yelland, Ireland and Leech) - To consider an initial draft of the Council Strategic Plan prepared by the Working Group and make recommendations for further review by the group in conjunction with the next stage of the preparation of the plan
22. **Reports on Current Activities by Community Groups with Town Council Representation**
- To consider, note reports and any arising action required
- 22.1 **Neighbourhood Plan Group** (Cllrs Goffey, Leech and Penna)
23. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
- 23.1 **Okehampton Matters** - Cllrs Rush and Vachon

PART TWO

Items which may be taken in the absence of the press and public.

The Committee 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. **Fire Alarm System**
- 24.1 To resolve to approve the recommendation of the Property Committee to appoint a contractor to replace the Fire Alarm System in the Town Hall and associated buildings
- 24.2 To resolve to approve the virement of £25,000 from general reserves to the Property Committees Equipment Inspection & Servicing Budget in order to fund the replacement of the fire alarm system
25. **IT Working Group** – On the request by resolution of the Policy & Resources Committee in order to expedite the updating of IT and email systems, to review recommendations, options and quotations and to resolve to approve the option to be procured and the appointment of an IT Contractor