



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

21st October 2019

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 28th October 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 and resolve to approve 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** – 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.

7. **Adoption of Minutes of Committees and to Receive Questions from Members Thereon** –
 - 7.1 To adopt the minutes of the **Policy & Resources Committee** meetings held on 9th September 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 **Property Committee** meeting held on 2nd September 2019 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
 - 7.3 To adopt the minutes of the **Personnel Cub-Committee** meeting held on 23rd May 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 meeting held on 30th September 2019

9. **Councillor Vacancy** – To review applications received for the vacancy and resolve the co-option of a Member

10. **Matters Arising** – To note updates and consider actions as required:
 - 10.1 **CCTV** - To note that the tender documents have been issued, to be returned for consideration at the next full Council meeting, and that a response to an application to the Police & Crime Commissioner for grant funding is awaited
 - 10.2 **IT Upgrade** – To note that the previous Councillor webmail login to emails will cease at the end of October and that any Members having difficulty with emails should contact the Clerk as soon as possible.
 - 10.3 **West Devon Town Centres Meeting** – To note that invitations to an initial meeting being held on 7th November have been issued

11. **Dartmoor Local Plan 2018-2036** – To consider and resolve to approve a response to the Final Draft (Regulation 19) Consultation for submission

12. **Local Government Finance Settlement 2020/21 Technical Consultation** – To note that it is proposed by the Government to continue with no referendum principles for town and parish councils in 2020/21, meaning that precept increases will not be capped, and to resolve a response to Question 4 of the consultation, the deadline for which is 31st October 2019.

13. **Anti-Social Behaviour** – To note that correspondence has been received by the Mayor from a member of the public regarding an increase in damage and disorder in Okehampton, which has been forwarded to Alison Hernandez (Police and Crime Commissioner) and Mel Stride (MP). To consider any further action the council wishes to take, including a formal letter from the Council to the Police and Crime Commissioner.

14. **Okehampton United Charity** – The term of office for the council nominated Trustee to the Charity, Cllr Ireland, concluded on 22nd October. To consider and resolve to nominate a representative to act as Trustee for a 4 year term of office.

15. **Charity Trustees** – To receive an update from the Trustees of the Council's Charities following a Trustee meeting held on 14th October 2019

16. **Policies/Documents** –
 - 16.1 Consideration of approval of the following listed documents, previously circulated, and as recommended by the Policy and Resources Committee:
 - Business Continuity Plan
 - Strategic Plan 2019-2023

 - 16.2 Consideration of approval of the Anniversary of Markets, Fairs and Charters Task and Finish Group Terms of Reference, previously circulated, and as recommended by the Policy and Resources Committee

17. **Civic Diary Report** – To note events attended by the Mayor and Deputy Mayor during September 2019
18. **Event Diary Dates** - To note events during this Mayoral year that Councillors are required to attend where possible:
- Remembrance Parade and Service 10th November 2019
 - Edwardian Evening, Mayors Carols 5th December 2019
 - Civic Dinner 6th March 2020
 - Commonwealth Day 9th March 2020
 - Annual Town Assembly 30th March 2020
 - Mayor Choosing/Annual Council Meeting 13th May 2020
19. **Payment of Invoices** - To approve payment of invoices as per the schedule
20. **Reports of Council Working/Task and Finish Groups** – To consider, note reports and any arising action required:
- 20.1 **Charities** (Cllrs Yelland, Leech and Marsh)
- 20.2 **Climate Change** (Cllrs Button, Goffey, Ireland, Jessop and Leech) - To receive an update and to resolve if to proceed with a public meeting on 30th November 2019 without the presence of a Clerk who is unable to attend due to prior commitments
- 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 Vachon and Tolley)

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.'

23. **Town Crier** – To receive an update from the Clerk and to resolve to agree the conditions on which she be requested to attend events on behalf of the Council, and any upcoming or annual occasions to which to invite Ms Chard