



Okehampton Town Council

Town Hall
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Devon
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Emma James
Town Clerk

9th December 2019

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 16th December 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 11th November 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 21st October 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 25th November 2019

9. **Matters Arising** – To note updates and consider actions as required:
 - 11.1 **Town Councillor Surgery** – To note the most suitable dates advised by Members of WDBC and DCC and to resolve a regular day and time the surgeries will be held, commencing in January 2020

10. **Anti-Social Behaviour** – To receive an update on any ongoing or arising issues and any response received to a letter sent to the Police & Crime Commissioner on 12th November 2019

11. **Preventing Business Crime** – To consider and resolve to accept an invitation from the Police & Crime Commissioner for a town business crime prevention assessment to be undertaken, the findings of which would be reported the council for consideration of any recommendations arising. Note that the date stated on the letter for responses has been extended on request

12. **Interim Internal Audit** – To resolve to approve recommendations made by the Policy & Resources Committee

13. **2020/21 Budget and Precept** – To consider the recommendations from the Committees for final approval in January 2020, papers previously circulated

14. **Plymouth and South West Devon Supplementary Planning Document (SPD) and Statement of Community Involvement (SCI) Consultation** – To consider and resolve to approve a recommendation by nominated Cllrs for submission in response to the consultation

15. **Town Centres Meeting** – To receive a report from Cllr Yelland and Members who attended, see also briefing paper. Note that meeting notes are being prepared by Tom Jones, WDBC, and will be circulated in due course.

16. **What3words** – To note the location pinpointing system that is being used by a number of emergency services across the country including Devon & Somerset Fire & Rescue, Devon Air Ambulance and UK Coastguard and to consider highlighting this to members of the public

17. **TSB Bank** - To note it has been announced that the Okehampton branch of the TSB Bank will close in May 2020

18. **Moor Otters 2020** – The Council has agreed to host a Moor Otter in 2020 and is now requested to resolve its preferred 3 options from which an otter will be allocated

19. **Policies and Documents** – To consider and resolve to ratify the following policies and documents as recommended by the Policy & Resources Committee:
 - Asbestos Management Plan (produced by Environmental Services)
 - Financial Risk Assessment and Management Policy
 - Financial Regulations
 - Grants Policy

20. **Civic Diary Report** – To note events attended by the Mayor and Deputy Mayor during November 2019

21. **Payment of Invoices** - To approve payment of invoices as per the schedule
22. **Reports of Council Working/Task and Finish Groups** – To consider, note reports and any arising action required:
 - 22.1 **Charities** (Cllrs Yelland, Leech and Marsh)
 - 22.2 **Climate Change** (Cllrs Button, Goffey, Ireland, Jessop and Leech)
 - 22.3 **Strategic Plan** (Cllrs Yelland, Ireland and Leech)
23. **Reports on Current Activities by Community Groups with Town Council Representation**
– To consider, note reports and any arising action required
 - 23.1 **Neighbourhood Plan Group** (Cllrs Goffey, Leech and Penna)
24. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
 - 24.1 **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.'

25. **Town Centre Traffic and Infrastructure Survey 2018** – To note feedback in relation to the report presented to Council on 25th November 2019 has been returned
26. **CCTV** – To further consider tender returns for installation of a system for the town and park, and associated monitoring
27. **Town Development** – To review the briefing paper and resolve actions required