



*Okehampton Town Council*

Town Hall  
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Okehampton  
Devon  
EX20 1AA

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Emma James  
Town Clerk

14<sup>th</sup> April 2020

Dear Councillor

You are summoned to attend a remote meeting of Okehampton Town Council to be held on Monday 20<sup>th</sup> April 2020 at 7pm.

Members of the public and press are welcome to remotely attend and should contact the Town Clerk for details of how they can do so.

Yours faithfully

Emma James  
Town Clerk

**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. **Standing Orders** – To resolve to approve amendments to Standing Orders permitting the holding of remote meetings as set out in Regulation 5 of the Coronavirus Act 2020
2. **Apologies for Absence** – To receive and resolve to approve apologies for absence
3. **Deferment of Business** – For questions from the public to bring matters of concern to the attention of the Town Council
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 **Policy & Resources Committee** meeting held on 10<sup>th</sup> February 2020 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 20<sup>th</sup> January 2020 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 and resolve to approve the minutes of the Town Council meetings held on 24<sup>th</sup> February and 23<sup>rd</sup> March 2020, to be signed at a later date
10. **Weekly Briefings and Emergency Committee** – To note updates as circulated following the remote weekly briefings held on 30<sup>th</sup> March, 6<sup>th</sup> and 14<sup>th</sup> April 2020 and the Emergency Committee meetings on 9<sup>th</sup> March and 6<sup>th</sup> April 2020.
11. **COVID-19** – To receive updates, including on the circulated report and consider resolutions as necessary
12. **Coronavirus Act 2020** –
  - 12.1 To receive an update in relation to the Act and note the implications in relation to meetings of local councils, including the removal of the requirement to hold an Annual Council Meeting (ACM) prior to May 2021 and clarification as to whether a remote ACM is permissible.
  - 12.2 To resolve whether to hold an Annual Council Meeting to include elections for Mayor, Deputy Mayor and Committee Chairman in 2020, subject to clarification as to if this is permitted within the Act.
13. **Councillor Vacancy** – To receive an update from the Clerk following the notice of casual vacancy resulting from the resignation of Mr Vachon on 10<sup>th</sup> March 2020, and to note that expressions of interest for consideration at this time is not advisable.
14. **Planning Applications** - To note the following decisions made by Cllr Leech and the Clerk under delegated powers and following consultation with Members:
  - 3940/17/ADV – Support  
New Life Church, 2 New Road  
Replacement of existing signage and noticeboard on church frontage
  - 0160/20/HHO - Support  
6 Newcombe Close  
Single storey side extension
  - 0689/20/TPO - Support  
Land adj. to 30 Quarry Fields  
T3 Oak – Lateral reduction on 2m on 3 sides to give 2m clearance from buildings
15. **Insurance Renewal** – To note that the council's insurance cover renewed on 1<sup>st</sup> April 2020, and that this is the last of a 3 year agreement. To consider the circulated briefing report and consider resolutions in relation to the extension of the long-term agreement and other requirements

16. **Audit Reports** – To receive an update from the Clerk regarding the last internal and external audit reports
17. **2019/20 Year End and Audit Arrangements** – To note that the financial year end close down and internal audit will be undertaken remotely, and that the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 have been amended permitting an extension of time for the return of the Annual Governance and Accountability Return and associated regulations
18. **Finances** -
  - 18.1 Cllr Marsh to report upon recently undertaken Councillor audit of the bank reconciliations, and online payments made since the last report
  - 18.2 To approve payment of invoices as per the schedule
  - 18.3 To resolve to approve the payments made under delegated powers and as agreed at the Weekly Briefings
  - 18.4 To note that bank standing orders ensuring the payment of staff salaries for the months April, May and June 2020 have been set up for basic pay and that any adjustments will be made at a later date
  - 18.5 To note that the Nationwide 1 Year Fixed Saver Account (1.10% AER/gross p/a) is due to mature on 29<sup>th</sup> April 2020 and to resolve, without further investigation into suitable accounts due to the COVID-19 pandemic, to reinvest the balance in a Nationwide Business 1 Year Saver account (0.40% AER/gross p/a)
  - 18.6 To review and resolve to update the signatories of the Nationwide accounts, currently Cllrs Goffey and Marsh
  - 18.7 Investments – To review and resolve to approve the Council's investments
19. **Approval of Mayors Charity Account** – To resolve to approve the Mayor's Charity Account and the amount for passing to the chosen charity, OkePads
20. **Asset Register**
  - 20.1 To receive a report from Cllr Marsh, nominated Member, who has undertaken an audit of elements of the register
  - 20.2 To resolve to approve the asset register as at the 31<sup>st</sup> March 2020

## **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.'**

21. **Okehampton Town Council Mayoral Award** – To receive nominations for the award which will be presented at a date/event to be agreed