

25 March 2014

Dear Councillor

You are hereby summoned to attend a meeting of the Okehampton Town Council to be held on Monday 31 March 2014 at 7.00 pm in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

J Gillard  
Acting 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. **Apologies for Absence** - To receive apologies from Councillors unable to attend.
2. **Deferment of Business** - For comment by the public.
3. **Review of Okehampton Town Council Investment Policy** - To review policy adopted February 2011 and adopt suggested amendments (copy to follow).
4. **Review of Internal Controls** -
  - (i) To review internal controls procedures (copy to follow).
  - (ii) To review risk assessment (copy to follow).