



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

26th May 2020

Dear Councillor

You are summoned to attend a remote meeting of Okehampton Town Council to be held on Monday 1st June 2020 at 7pm.

Joining Information

By Internet

<https://us02web.zoom.us/j/88332191408>

Meeting ID: 883 3219 1408

Password: 077977

By Phone

0203 481 5237 United Kingdom

0203 481 5240 United Kingdom

Meeting ID: 883 3219 1408

Password: 077977

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. **Apologies for Absence** - To receive 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** meeting held on 27th April 2020 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 and approve the minutes of the Town Council meeting held on 11th May 2020 for signing at a later date
9. **Matters Arising** –
 - 9.1 Cemetery Management – to note that advice from the appointed Solicitor is awaited
10. **End of Year Bank Reconciliation/Balance Sheet** – To consider and resolve to approve the bank reconciliation/balance sheet for the year ended 31st March 2020, to be signed at a later date
11. **Finances** – To approve payment of invoices as per the schedule and to resolve to approve the payments made under delegated powers on the schedule of payments dated 26th May 2020
12. **Policies/Documents** – To resolve to approve the following listed documents, previously circulated, and as recommended by the Policy and Resources Committee:
 - Financial Regulations
 - Financial Risk Assessment
 - Freedom of Information Publication Scheme
 - Investment Strategy
 - Internal Control Statement
 - Reserves Policy
 - Strategic Plan 2019-2023:
 - Community
 - Economy
 - Environment
13. **COVID-19** –
 - 13.1 To receive an update from the Clerk and to consider any action that could be taken to aid recovery of businesses within the town and the community and in relation to DCC's email, previously circulated, regarding reallocation of roadspace
 - 13.2 To resolve to approve the use of the Charter Hall by Okehampton Primary School for lessons, if required due to the pandemic and subject to conditions to be agreed
 - 13.3 To consider the letter from Rt Hon Robert Jenrick MP to Town and Parish Councils, and if a response should be sent requesting clarification with regards to the level of Council that the funding was intended for and how this was to be distributed
 - 13.4 To note that DCC and WDBC have recommenced charging and enforcement of parking, including Simmons Park
 - 13.5 To note that the skate park has been reopened in line with government guidelines and those of Skateboard GB and Skateboard England
 - 13.6 To receive a report from the Clerk and consider the reopening of the public toilets in Market Street and/or Fairplace

- 13.7 To receive a report from the Clerk regarding the potential reopening of the Office to the public on a limited basis from 15th June, subject to government guidelines
- 13.8 To receive an update from the Clerk regarding the furlough pay claim and Business Tax Relief
14. **COVID-19 Grant Fund** - To consider a proposal from Cllr Travers that an amendment be made to the previous resolution permitting applications for this hardship grant also be made possible through a referral from the local Covid19 support group, see circulated report.
15. **Councillor Surgery** – To consider and resolve to hold remote Councillor Surgeries in place of the face to face monthly events until such time as it is possible to revert to previous arrangements. Surgeries to recommence in June on the third Thursday from 10am to 12noon
16. **General Data Protection Regulations** – To note that a review of the information audit has been undertaken and to note information and guidance with relation to compliance with GDPR
17. **Roof Replacement Project** – To resolve to approve the previously circulated tender documentation for the appointment of an appropriately qualified company to oversee and run all aspects of the project, for action as soon as practicable
18. **Hanging Basket Competition** – To note that the competition has been postponed to 2021
19. **Asset Register** – To approve the addition of the newly purchased van which has now been collected to the register
20. **Reports of Council Working/Task and Finish Groups** –
- 20.1 To note the previously circulated report relating to the recommencement of some of the groups as detailed and to review membership of all of the groups
- 20.2 To consider, note reports and any arising action required relating to groups that report to full Council:
- i) **Charities** (Cllrs Leech, Marsh and Yelland)
- ii) **Climate Change** (Cllrs Button, Goffey, Ireland, Jessop and Leech) –
- iii) **Strategic Plan** (Cllrs Ireland, Leech and Yelland) – To resolve to approve the dissolution of the group as all strands of the plan have been completed
21. **Reports on Current Activities by Community Groups with Town Council Representation** – To consider, note reports and any arising action required including membership of the group
- 21.1 **Neighbourhood Plan Group** (Cllrs Goffey, Leech and Penna) – To receive a report from Cllr Leech and to consider approval of a proposal to employ the consultant to enable progression of the plan
22. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
- 22.1 **Okehampton Matters** (Cllr 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. **Security** – To receive a report from the Town Clerk and to resolve to approve the recommendation