



*Okehampton Town Council*

Town Hall  
Fore Street  
Okehampton  
Devon  
EX20 1AA

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Emma James  
Town Clerk

22<sup>nd</sup> June 2020

Dear Councillor

You are summoned to attend a remote meeting of Okehampton Town Council to be held on Monday 29<sup>th</sup> June 2019 at 7pm.

### **Joining Information**

#### **By Internet:**

<https://us02web.zoom.us/j/86525030063>

Meeting ID: 865 2503 0063

Password: 817355

#### **By Phone:**

0203 051 2874 United Kingdom

0203 481 5237 United Kingdom

Meeting ID: 865 2503 0063

Password: 817355

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 18<sup>th</sup> May 2020 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 **Planning Committee** meetings held on 3<sup>rd</sup> February, 9<sup>th</sup> March and 18<sup>th</sup> May 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 1<sup>st</sup> June 2020 for signing at a later date
9. **Matters Arising** – To note updates and consider actions as required:
  - 9.1 To note that Okehampton Hamlets Parish Council have reviewed and approved the Neighbourhood Development Plan Working Group Expenditure Protocol as previously agreed by the Council
10. **Internal Audit Certificate and Report** – To review the 2019/20 year end certificate and report, and note that the only recommended action relating to the asset register has been completed
11. **Annual Governance Statement 2019/20** – To consider effectiveness of internal control, resolve to approve the annual governance statement and to agree the process for signing of the documentation following the meeting
12. **Accounting Statements 2019/20** – To consider and resolve to approve the accounting statements and agree the process for signing of the documentation following the meeting
13. **Admin Officer and Councillor Vacancies** – To note that both vacancies have been advertised and that applications for the Councillor vacancy will be considered at the next meeting of the Council for resolution of the co-option of a Member
14. **Police Council Advocate Scheme** –
  - 14.1 To resolve to appoint a Member or the Clerk as Council representative to the Police & Crime Commissioner Advocate Scheme
  - 14.2 To resolve that the representative will report back to full Council or one of the Committees
15. **Public Space Protection Orders, Dog Control Articles Consultation** – To consider a response to the consultation in relation to Dog Control orders on the land belonging to the Charity and within the town boundary
16. **Code of Conduct Consultation** – To resolve to submit a response to the consultation which closes on 17<sup>th</sup> August 2020

17. **Skatepark** – To consider and resolve to approve a request from BT Openreach to site a new pole at the skatepark
18. **Cemetery Management** – To consider the advice from the appointed solicitor and to resolve action to be taken
19. **Policies/Documents** –
- 19.1 Consideration of approval of the following listed documents, previously circulated, and as recommended by the Policy and Resources Committee
- COVID19 Grant Policy and Application Form
  - Data Security Breach Response Policy & Procedure
  - Privacy Notices x 2
  - Privacy Policy
  - Subject Access Request Policy
- 19.2 To consider and resolve to approve the Terms of Reference for the COVID19 Recovery Working Group
20. **Finance**
- 20.1 **Payment of Invoices** - To approve payment of invoices as set out in the schedules dated 22<sup>nd</sup> and 29<sup>th</sup> June 2020
- 20.2 To resolve to approve the purchase of vouchers and payment of utility bills or other items in relation to the COVID19 Grant Policy by way of invoice from the individual suppliers or the Lloyds Debit Card
21. **Meeting Schedule** – To resolve that from 13th July 2020 meetings of the Council and its Committees defer to the previously approved schedule, with the amendment that the Property Committee will meet on 20<sup>th</sup> July instead of the Trustees who met on 15<sup>th</sup> June.
22. **Former NatWest Building, Fore Street, Okehampton** – To note that the site is going to auction at the end of July, see circulated report
23. **Reports of Council Working Groups** – To consider, note reports and any arising action required relating to groups that report to full Council:
- 23.1 **Charities** (Cllrs Leech, Marsh and Yelland)
- 23.2 **Climate Change** (Cllrs Button, Goffey, Ireland, Jessop and Leech)
- 23.3 **COVID19 Recovery** (Cllrs Button, Goffey, Marsh, Penna, Travers and Tucker) - To receive a report and to resolve to approve any proposals for action:
24. **Reports on Current Activities by Community Groups with Town Council Representation**
- Neighbourhood Plan Group** (Cllrs Goffey, Leech and Penna) – To receive a report from Cllr Leech in relation to Consultant costs for the completion of the plan and to resolve to approve expenditure in accordance with the proposal
25. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
- Okehampton Matters** – Cllr Tolley