



*Okehampton Town Council*

23<sup>rd</sup> November 2020

Dear Councillor

You are summoned to attend a remote meeting of Okehampton Town Council to be held on Monday 30<sup>th</sup> November 2020 at 7pm.

**Joining Information**

<https://us02web.zoom.us/j/85767980418>

Meeting ID: 857 6798 0418  
Passcode: 593057

Dial by your location  
0203 481 5237 United Kingdom  
0203 481 5240 United Kingdom  
0203 901 7895 United Kingdom  
Meeting ID: 857 6798 0418  
Passcode: 593057

Yours faithfully

*E James*

Emma James  
Town Clerk  
01837 53179  
townclerk@okehampton.gov.uk

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 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** meeting held on 12<sup>th</sup> October 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 **Parks Committee** meeting held on 21<sup>st</sup> September 2020 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
  - 7.3 To adopt the minutes of the **Property Committee** meeting held on 20<sup>th</sup> July 2020 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
  - 7.4 To adopt the minutes of the **Personnel Sub-Committee** meeting held on 14<sup>th</sup> September 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 26<sup>th</sup> October 2020 for signing at a later date
9. **Co-option of Councillors** –
  - 9.1 To consider applications received and to resolve to op-opt to fill the Councillor vacancies on the North and South Wards
  - 9.2 To resolve the Ward on which the co-opted Councillors will sit
10. **Matters Arising** – To note updates and consider actions as required
  - 10.1 **Anti-Social Behaviour** – To receive an update
  - 10.2 **WDBC Supporting our Towns** – To receive an update from Cllr Yelland and the Clerk
11. **Meeting with Chief Executive and Leader of WDBC** – To receive a report from Cllr Yelland and the Clerk in relation to a meeting held on 13<sup>th</sup> September 2020
12. **Management Agreement** – To consider the draft Management Agreement drawn up by the Solicitor and the comments of the Trustees and resolve any amendments to be made or action to be taken
13. **Interim Internal Audit** – To note the previously circulated report
14. **Finance** –
  - 14.1 To resolve to approve the payment of invoices as set out in the schedule
  - 14.2 **Budget 2021/22** – To receive a report from the Clerk advising a reduction of the council tax base in the region of 2% is anticipated and to note that Committee budget recommendations will be brought to Council for consideration in December
  - 14.3 To resolve to approve the virement of the £7,000 earmarked fund that was created to cushion the impact of the Council Tax Support Grant in the current financial year, 2020/21, to a budget or use to be agreed
15. **Bank Signatories** - To review the Lloyds and NatWest bank account signatories including those authorised to make Lloyds online payments

16. **CCTV** – To receive an update from Cllr Leech and the Clerk on progress of the installation and connection to a monitoring hub. To resolve approval for the Clerk to seek grant funding and to create a task and finish group to consider options in relation to monitoring of the system
17. **Charter Hall Roof Project** – To receive an update from the Clerk and resolve to approve the creation of a Working Group and a Terms of Reference to oversee the running of the project
18. **Energy Management** – To receive a report from the Clerk and resolve to permit the Clerk to appoint a company to manage the Council's energy contracts ensuring best value and with an emphasis on green energy
19. **Town Council Office Christmas and New Year Opening Hours** – To note that dependent upon the COVID19 pandemic and restrictions that may be in place the office will close to the public at 4pm on Wednesday 23<sup>rd</sup> December and reopen on Monday 4<sup>th</sup> January 2020.
20. **Queen's Platinum Jubilee, 2022** – To resolve to create a task & finish group and a Terms of Reference for the arrangement of celebrations to mark a series of events that are being planned from 2<sup>nd</sup> to 5<sup>th</sup> June 2022, and to note that the late May Spring Bank Holiday is being moved to Thursday 2<sup>nd</sup> June and an additional Bank Holiday created on Friday 3<sup>rd</sup> June.
21. **Marketing Film** – To receive a report from Cllr Marsh in relation to a marketing film that is being produced by Everything Okehampton encouraging support of local businesses in the lead up to Christmas and to resolve action as appropriate
22. **Reports of Council Working/Task & Finish Groups** – To consider, note reports and resolve any arising action as recommended:
  - 22.1 **Charities** (Cllrs Leech, Marsh and Yelland) – To receive an update
  - 22.2 **Climate Change** (Cllrs Button, Goffey, Ireland, Jessop and Leech) – To receive a report
  - 22.3 **COVID19 Recovery** (Cllrs Button, Goffey, Marsh and Travers) – To receive a report
  - 22.4 **Cemetery Management** (Cllrs Goffey, Jessop, Marsh and Tolley) – To note that this item generally no longer needs to be subject to Part 2 restrictions and that further reporting will be to the Parks Committee
23. **Reports on Current Activities by Community Groups with Town Council Representation**
  - 23.1 **Neighbourhood Plan Group** (Cllrs Goffey and Leech) – To receive an update and consider the addition of a page on the Councils website for the group at the cost of £90 noting that material to be uploaded would be managed by and at the discretion of Council Officers
24. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
  - 24.1 **Okehampton Matters** – Cllr Tolley
  - 24.2 **Okehampton COVID19 Support Group** - Cllr Button

## **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. **Meeting with Chief Executive and Leader of WDBC** – To receive a continuation of the report from Cllr Yelland and the Clerk and to resolve to set up a task and finish group to look at elements arising from that report