



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

27th April 2021

Dear Councillor

You are summoned to attend the virtual Annual Meeting/Ceremony of Mayor Choosing of Okehampton Town Council to be held on **Wednesday 5th May 2021 at 12noon.**

Join Zoom Meeting

<https://us02web.zoom.us/j/84128726858>

Meeting ID: 841 2872 6858

Passcode: 729845

Dial by your location

0203 481 5237 United Kingdom

0203 481 5240 United Kingdom

Meeting ID: 841 2872 6858

Passcode: 729845

Yours faithfully

E James

Emma James
Town Clerk

Welcome by the Mayor followed by prayers by the retiring Mayor's Chaplain, Rev Mike Davies

Business to be Transacted

- 1. To elect the Mayor of Okehampton for the ensuing year and signing of the statutory declaration of acceptance of office**
- 2. To elect the Deputy Town Mayor for the ensuing year**
- 3. Apologies for Absence** - To receive apologies from Members unable to attend.
- 4. Retiring Town Mayor** – Speech and presentations

5. **The newly elected Town Mayor's Acceptance Speech**
6. **Expenses incurred by the Office of the Mayor** - To endorse an allowance of £2,500 to defray the expenses attached to this office in pursuance of section 15 (5) of the Local Government Act 1972.
7. **Committees of the Council** - To appoint Councillors to the following Committees and to elect the Chairmen and Vice Chairmen for the ensuing year:
 - Parks
 - Planning
 - Policy & Resources
 - Property
 - Emergency – Mayor & Committee Chairs
 - Personnel Sub-Committee – Mayor & Committee Chairs
8. **Working Groups** – To agree representatives to the Working Groups in accordance with the previously circulated list
9. **Representatives to External Bodies** - To appoint Councillors as representatives of this authority to other bodies, including the ratification of those appointed to Charities, and to agree reporting arrangements in accordance with the previously circulated list.
10. **Nomination of a Member to undertake monthly Council financial checks including bank reconciliations and BACS payments**
11. **2021/22 Meeting Schedule** – To resolve to approve the schedule of meetings for the Mayoral Year.