



Okehampton Town Council

Town Hall  
Fore Street  
Okehampton  
Devon  
EX20 1AA

01837 53179  
[townclerk@okehampton.gov.uk](mailto:townclerk@okehampton.gov.uk)

Emma James  
Town Clerk

17<sup>th</sup> May 2021

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 24<sup>th</sup> May 2021 at 7pm in the Charter Hall, Market Street, Okehampton.

Due to coronavirus regulations numbers are restricted to 25 persons in attendance in the Charter Hall, this includes Town Councillors, Council staff and all others who may be present.

Yours faithfully

*E James*

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. **Anti-Social Behaviour** – To note correspondence received and to receive an update on the situation from T/Sgt Chaloner followed by an opportunity for questions
5. **West Devon Borough Council** - To receive the report of the West Devon Borough Councillors, if present
6. **Devon County Council** - To receive the report of the Devon County Councillor if present

7. **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.
8. **Adoption of Minutes of Committees and to Receive Questions from Members Thereon** –
  - 8.1 To adopt the minutes of the **Policy & Resources Committee** meeting held on 22<sup>nd</sup> April 2021 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
  - 8.2 To adopt the minutes of the **Planning Committee** meetings held on 1<sup>st</sup> and 8<sup>th</sup> February 8<sup>th</sup> and 15<sup>th</sup> March and 22<sup>nd</sup> April 2021 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
9. **Full Council Meeting Minutes** - To receive, sign and approve the minutes of the Town Council meetings held on 26<sup>th</sup> April and 5<sup>th</sup> May 2021 with an amendment to the minutes of 26<sup>th</sup> April changing the proposer of Min Ref 839 to Cllr Goffey.
10. **CCTV** – To receive a report from Cllr Leech and the Clerk and to resolve to approve any actions required
11. **End of Year Bank Reconciliation/Balance Sheet** – To consider and approve the bank reconciliation/balance sheet for the year ended 31<sup>st</sup> March 2021.
12. **Internal Audit Certificate and Report** – To review the 2020/21 year end certificate and report, and note any actions that may be required to be undertaken, subject to it having been received
13. **AGAR Section 1 - Annual Governance Statement 2020/21** – To consider and resolve to approve the annual governance statement, subject to receipt of the Internal Audit Certificate and Report
14. **AGAR Section 2 - Accounting Statements 2020/21** – To consider and resolve to approve the accounting statements, subject to receipt of the Internal Audit Certificate and Report
15. **Electors' Rights** – To resolve to approve the dates for the Electors Rights
16. **Welcome Back Fund** – To consider and resolve to approve suggestions for inclusion in a bid to be made to WDBC by 25<sup>th</sup> May 2021
17. **Nature for Climate Fund** – To note that the replacement of trees for those with Ash Tree Dieback in Clapps Wood has been suggested to WDBC for inclusion in a bid for funding they are making under this scheme
18. **Policies/Documents** –
  - 18.1 Consideration of approval of the following listed documents, previously circulated, and as recommended by the Policy and Resources Committee:
    - Developer Engagement Policy (Planning)
    - Financial Regulations
    - Financial Risk Assessment
    - Investment Strategy
    - Reserves Policy
    - General Privacy Notice
    - Privacy Notice (for Staff, Councillors and Role Holders)
    - Privacy Policy
  - 18.2 Review and agreement of the Neighbourhood Development Plan Working Group Expenditure Protocol including the nomination of a councillor to endorse the expenditure in line with the protocol.

18.3 CCTV documentation – To resolve to approve CCTV documentation as may have been recommended by the Policy & Resources Committee

19. **Finance –**

19.1 **Zoom Subscription** - To resolve to approve the renewal of the Zoom subscription, which expires in July, for a further year at a cost of £200 (to be confirmed)

19.2 **Payments** - To resolve payment of the invoices in accordance with the schedule.

19.3 **Bank Signatories** - To review Lloyds, NatWest, and Nationwide bank account signatories and those authorised to make Lloyds online payments.

19.4 **Budget Workshops** – To note that workshops will be arranged in September prior to commencement of the budget setting process.

20. **Civic Diary Report** – To note events attended by the previous Mayor and Deputy Mayor during 2020/21

21. **Council Events -**

21.1 **Mayoral Award Presentation Event** – To note that the event will take place on Wednesday 14<sup>th</sup> July 2021 at 12noon in the Charter Hall.

21.2 **Mayors Coffee Morning** – To note that the Mayor is holding Coffee Morning in the Charter Hall on 31<sup>st</sup> July in aid of his Charity.

21.3 **Councillor Surgery** – To consider recommencing, from July 2021, the holding of monthly Councillor Surgeries on the 3<sup>rd</sup> Thursday of the month from 10am to 12noon in the Town Hall with the exception of August and December.

21.4 **Okehampton Show** – To consider delaying attendance at the show until 2022.

22. **Reports of Council Working/Task & Finish Groups** – To consider and note reports:

22.1 **Climate Change** (Cllrs Button, Goffey, Ireland and Leech)

22.2 **Charter Hall Roof Replacement** (Cllrs Goffey, Leech and Sanger)

22.3 **Placemaking Working Group** (Cllrs Abbots, Button, Leech, Marsh, Matravers and Travers)

23. **Reports on Current Activities by Community Groups with Town Council Representation**

23.1 **Neighbourhood Plan Group** (Cllrs Goffey and Leech)

24. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:

24.1 **Okehampton Matters** (Cllrs Goffey and Wood)

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. **Neighbourhood Plan** – To receive and consider a report from Cllr Leech