



Okehampton Town Council

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Emma James  
Town Clerk

21<sup>st</sup> June 2021

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 28<sup>th</sup> June 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. **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 17<sup>th</sup> May 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** meeting held on 4<sup>th</sup> May 2021 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, sign and approve the minutes of the Town Council meeting held on 24<sup>th</sup> May 2021
9. **CCTV** – To receive an update on progress from the Clerk and Cllr Leech
10. **Rail Reinstatement, Traffic and Parking** – To receive and consider recommendations from the Planning Committee and resolve a response to DCC in relation to proposals to reduce the traffic impact on Station Road and the surrounding area
11. **Levelling-Up Fund** – To note that a letter has been sent to WDBC supporting their application for a West Devon Transport Hub (Okehampton Parkway Station) as previously approved by Council, Min Ref's 785 and 836
12. **Election of a Nominated Trustee to Okehampton United Charity** – To resolve to nominate a Trustee to the Charity for a period of 4 years from the expiration of the existing Trustees term of office which is 19<sup>th</sup> October 2021.
13. **Charity Management Agreement** – To note the response from the Solicitor regarding the removal of a clause and consider approval of the Agreement
14. **Climate Change WG** –
  - 14.1 To consider recommendations of the working group
  - 14.2 To review membership
15. **Policies/Documents** – Consideration of approval of the following listed documents, previously circulated, and as recommended by the Policy and Resources Committee:
  - Business Continuity Plan
  - Code of Conduct
  - London Bridge Policy
16. **Finance** –
  - 16.1 **Payments** – To resolve payment of the invoices in accordance with the schedule
  - 16.2 **Virements** – To resolve to approve the following virements as recommended by the Policy & Resources Committee
    - a) £7,000 from the earmarked budget 'Council Tax Support Grant Removal' to a budget heading as agreed by the Policy & Resources Committee
    - b) £50,000 from the Roof Replacement earmarked fund to a Roof Replacement budget heading
17. **Civic Diary Report** – To note events attended by the previous Mayor and Deputy Mayor during May 2021
18. **Award Event** – To note revised arrangements due to the continuing pandemic restrictions
19. **Reports of Council Working/Task & Finish Groups** – To note reports:
  - 19.1 **Climate Change** (Cllrs Button, Goffey, Ireland and Leech)
  - 19.2 **Charter Hall Roof Replacement** (Cllrs Goffey, Leech and Sanger)
  - 19.3 **Placemaking Working Group** (Cllrs Abbots, Button, Leech, Marsh, Matravers and Travers)

- 20. **Reports on Current Activities by Community Groups with Town Council Representation**
  - 20.1 **Neighbourhood Plan Group** (Cllrs Goffey and Leech)
  
- 21. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
  - 21.1 **Okehampton Matters** (Cllrs Goffey and Wood)
  - 21.2 **Okehampton COVID19 Support Group** – (Cllr Button)