



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

17th September 2021

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 27th September 2021 at 7pm in the Charter Hall, Market Street, Okehampton.

Due to coronavirus regulations numbers are restricted and attendees are advised to wear face coverings whilst moving around the building.

Yours faithfully

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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** meetings held on 12th July and 16th August 2021 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 7th June, 12th July, 2nd and 9th August 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 23rd August 2021.
9. **Rail Reinstatement, Traffic and Parking** – To note an update, previously circulated and resolve any action required
10. **CCTV** – To receive an update on progress from the Clerk and Cllr Leech
11. **Future of the Town Christmas Lights** – To receive and consider a report from Cllr Marsh
12. **Afghan Refugees** – To consider how the Council could assist refugees coming into the area
13. **Okehampton & Hamlets Neighbourhood Plan Group (OHNPG)** –
 - 13.1 To consider correspondence from Okehampton Hamlets Parish Council and resolve actions with a view to progressing the plan to completion
 - 13.2 To note and consider a response to correspondence received from the Chairman of the Group
 - 13.3 To consider and resolve a response a request from the Chairman of the Group for the Consultant to review the draft plan, anticipated to be one day's work
 - 13.4 To receive an update from the Clerk and Group Members and to resolve any actions required
18. **Public Toilets** –
 - 18.1 To note that Okehampton Hamlets Parish Council have agreed to include consideration of funding for public toilets within the town in their budget setting process for the 2022/23 financial year
 - 18.2 To note that a response is awaited from WDBC in relation to the renewal of the lease for the public toilets in Market Street and that the extension of the cleaning contract has been agreed.
18. **Moor Otter** – To note that the trail has closed and to consider attendance at the celebration event by one person from the Council on 11th October 2021
19. **Okehampton Town and Hamlets Council's Informal Meetings** – To note that Okehampton Hamlets Parish Council has agreed to informal meetings between the Mayor/Chairman of the two Councils and the Clerks.
20. **Zip Wire** – In line with a request received from Cllrs Abbots and Goffey, to reconsider the Councils decision not to apply to Okehampton Hamlets Parish Council for a grant towards the cost of the replacement zip wire, noting that the limit for a grant has been increased to £1,000.
21. **Car Park Agreement** – In line with a request received from Cllrs Goffey and Yelland, to reconsider the terms of the car park agreement following comments received from the College and as recommended by the Task & Finish Group.
22. **Memorandum of Understanding** - To resolve to set up an internal Task and Finish Group to explore the option of seeking a Memorandum of Understanding with Okehampton Hamlets Parish Council to promote collaborative working.

- 23. External Audit Report and Certificate –**
- 23.1** To note that the External Audit Report and Certificate, previously circulated, has been returned with no issues or comments raised
- 23.2** To note that the Notice of Conclusion of Audit was displayed on the Council noticeboards on 8th September 2021 and resolve that it remain there for one month from publication.
- 24. Finance –**
- 24.1** To resolve payment of the invoices in accordance with the schedule
- 24.2** To receive feedback from Councillors who attended the Budget Workshops held in September
- 25. Policies and Documents –** To consider and resolve to approve the following policies and documents as recommended by the Policy & Resources Committee:
- Equal Opportunities Policy
 - Honorary Freeman (Freewoman) Policy
 - Memorial Management Policy
 - Recruitment Policy
 - Safeguarding Policy
 - Standing Orders
 - Wood/Logs Policy
- 26. Terms of Reference –**
- 26.1** To consider and resolve to approve the following Terms of Reference as recommended by the Policy & Resources and Planning Committees:
- Policy & Resources Committee
 - Personnel Sub-Committee
 - Planning Committee
- 26.2** To consider and resolve to approve the Terms of Reference for the Emergency Committee
- 27. Committee Membership –**
- 27.1** To resolve to approve the following requested Committee membership changes:
- a) Cllr Leech from the Planning Committee to the Policy & Resources Committee
 - b) Cllr Goffey from the Policy & Resources Committee to the Planning Committee
- 27.2** Members of the Planning Committee to resolve to appoint a Vice-Chairman
- 28. Civic Diary Report –** To note events attended by the Mayor and Deputy Mayor during August 2021
- 29. Events –** To receive a report from the Clerk in relation to the following upcoming events and consider to resolve any actions required:
- 29.1** **OkeRail 150th Anniversary** - 2nd and 3rd October 2021
- 29.2** **Remembrance Parade and Service** – Sunday 14th November 2021
- 29.3** **Edwardian Evening** – Thursday 2nd December 2021 – Mayors Carols at 7pm
- 30. Council Meeting Location –** To consider the location of Council meetings
- 31. Reports of Council Working/Task & Finish Groups –** To note reports:
- 31.1** **Climate Change** (Cllrs Button, Goffey, Ireland and Leech)
- 31.2** **Charter Hall Roof Replacement** (Cllrs Goffey, Leech and Sanger)
- 31.3** **Placemaking Working Group** (Cllrs Abbots, Button, Leech, Marsh, Matravers and Travers)
- 31.4** **Archive Working Group** – (Town Clerk)
- 32. Reports on Current Activities by Community Groups with Town Council Representation**
- 32.1** **Neighbourhood Plan Group** (Cllrs Goffey and Leech) –

33. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
33.1 **Okehampton Matters** (Cllrs Goffey and Wood)
33.2 **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.'

34. **Okehampton & Hamlets Neighbourhood Plan Group (OHNPG)** – To receive an update and consider any actions required.