



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

22nd November 2021

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 29th November 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 **Property Committee** meeting held on 2nd 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 **Policy & Resources Committee** meetings held on 20th September and 11th October 2021 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 **Planning Committee** meetings held on 6th and 13th September, 4th and 11th October and 8th November 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 25th October 2021.
9. **Rail Reinstatement, Traffic and Parking** – To note that DCC have made an Experimental Amendment Order under the Road Traffic Regulation Act 1984 in relation to Station Road in view of the reopening of the rail station
10. **CCTV** – To receive an update on progress from the Clerk and Cllr Leech
11. **2022/23 Budget** – To consider V1 of the Parks and Property Committee budgets as recommended by the respective committees
12. **Okehampton & Hamlets Neighbourhood Plan Group (OHNPG)** –
- 12.1 To note that the Terms of Reference as previously approved by the Town Council have been adopted by Okehampton Hamlets Parish Council
- 12.2 To note that Cllr Leech has resigned from the group and to nominate a Councillor to fill the vacancy
13. **Okehampton and Hamlets Community Archive Project** – To receive an update from the Clerk and to resolve approval for the temporary storage of the Community Archive Group's documentation and equipment in the Town Hall whilst the project is progressed and a more permanent location is found, initially for the period of up to 1 year.
14. **Policies and Documents** – To consider and resolve to approve the following policies and documents, previously circulated, as recommended by the Policy & Resources Committee and following staff consultation where necessary:
- Absence Management Policy
 - Bullying & Harassment Policy & Procedure
 - Capability Procedure
 - Disciplinary Procedure
 - Expenses Policy (Staff)
 - Grievance Policy
 - Maternity, Paternity and Adoption Policies
 - Shared Parental Leave Policy
 - Simmons Park and Kempley Meadows Management Plan
 - Waste Management and Recycling Policy
 - Whistleblowing Policy
15. **Terms of Reference** – To resolve to approve the following Committee Terms of Reference as recommended by the respective committees:
- Property Committee
 - Parks Committee

16. **Finance** – To resolve payment of the invoices in accordance with the schedule
17. **Councillor Surgery** – To receive feedback from Members who have hosted a Councillor Surgery since recommencement in Spring 2021 and to consider holding them in 2022
18. **Okehampton Primary School** –
 - 18.1 To receive a report from Cllrs Matravers and Travers who the recent Citizens Coffee Morning hosted by the school
 - 18.2 To consider a proposal by Cllr Travers to strengthen links with the school by appointing a Cllr representative to attend events, including School Council meetings, as invited and the Committee to which reports will be made
19. **Council Meetings** – To consider the location of Council meetings
20. **Complaints** – To receive and note a report from the Clerk in relation to complaints received about Councillors
21. **Civic Diary Report** – To note events attended by the Mayor and Deputy Mayor during October 2021
22. **Reports of Council Working/Task & Finish Groups** – To 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)
 - 22.4 **Memorandum of Understanding** – (Cllrs Abbots, Marsh, Matravers, Travers, Wood and Yelland)
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)
 - 24.3 **Okehampton and Hamlets Community Archive Project** – (Town Clerk)