



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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townclerk@okehampton.gov.uk

Emma James
Town Clerk

13th December 2021

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 20th December 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 8th and 15th November 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** meeting held on 15th November 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 **Parks Committee** meetings held on 18th October and 15th November 2021 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
 - 7.4 To adopt the minutes of the **Personnel Sub-Committee** meeting held on 23rd November 2020 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 meetings held on 1st and 29th November 2021.
9. **Pedestrian Crossings** – To consider a response received from DCC Highways in relation to a request from a member of the public for improved crossings for visually impaired persons
10. **2022/23 Budget and Precept** –
 - 10.1 To consider the budget papers and resolve to agree the budget and precept amount to be requested from WDBC for the 2022/23 financial year, if the Council Tax Base has been received from WDBC
 - 10.2 To consider and resolve any budget elements to be ‘rolled over’ from the current financial year, 2021/22, into the 2022/23 financial year in line with the recommendations contained within the budget at 10.1
11. **CCTV** – To receive an update on progress from the Clerk and Cllr Leech
12. **Market Street Public Toilet Lease** – To note that WDBC are proposing that the new lease be on the same terms as existing for a period of 6 years and to consider if there is a need to appoint a Solicitor to review the documentation
13. **Welcome Back Fund** – To receive and consider an update from the Clerk including the seating area in West Street
14. **Okehampton & Hamlets Neighbourhood Plan Group (OHNPG)** –To resolve to nominate a Councillor to fill the vacancy left by the resignation of Cllr Leech as required by the Group’s Terms of Reference
15. **Local Council Meeting Legislation** – To resolve to approve the lobbying of MP’s and the Government for the legalisation of virtual and hybrid council meetings
16. **Correspondence** – To note and consider correspondence received in relation to the Boxing Day Hunt
17. **Cricket Field, Simmons Park** – To note the letter from the Trustees, if received
18. **Finance** – To resolve payment of the invoices in accordance with the schedule
19. **Civic Diary Report** – To note events attended by the Mayor and Deputy Mayor during November and December 2021
20. **Reports of Council Working/Task & Finish Groups** – To note reports:
 - 20.1 **Climate Change** (Cllrs Button, Goffey, Ireland and Leech)
 - 20.2 **Charter Hall Roof Replacement** (Cllrs Goffey, Leech and Sanger)

- 20.3 **Placemaking Working Group** (Cllrs Abbots, Button, Leech, Marsh, Matravers and Travers)
- 20.4 **Memorandum of Understanding** – (Cllrs Abbots, Marsh, Matravers, Travers, Wood and Yelland)

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

- 21.1 **Neighbourhood Plan Group** (Cllrs Goffey and Button) –

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

- 22.1 **Okehampton Matters** (Cllrs Goffey and Wood)
- 22.2 **Okehampton COVID19 Support Group** (Cllr Button)
- 22.3 **Okehampton and Hamlets Community Archive Project** (Town Clerk)
- 22.4 **Okehampton Primary School** (Cllr Travers)

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.'

- 23. **Welcome Back Fund** – To consider quotations received for elements of the work.