



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

24th January 2022

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 31st January 2022 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. **Visiting Speaker** – To receive a presentation from OkeRail followed by an opportunity for questions to be asked by Councillors
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 **Property Committee** meeting held on 6th December 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 **Policy & Resources Committee** meeting held on 6th December 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 meeting held on 20th December 2021.
10. **OkeRail Presentation** – To consider the presentation and report from OkeRail and resolve any action required
11. **CCTV** – To receive an update on progress from the Clerk and Cllr Leech
12. **NHS Ambulance Waiting Times** – To note responses from concerns raised by the Council and consider any further action required
13. **Rural Housing Crisis** – To consider a proposal by Cllr Goffey to write to Mel Stride MP in support of a speech by Tim Farron MP
14. **Fore Street Resurfacing Work** – To note the work scheduled to be undertaken and to consider submission of any comments
15. **Market Street Public Toilet Lease** –
 - 15.1 To note the response received from WDBC in relation to the transfer of all outgoings to the Council
 - 15.2 To consider and resolve if to appoint a Solicitor to review the lease, or to accept the lease and that the document be executed by use of the Council Seal
16. **Civility and Respect Project** – To resolve to support the project and to adopt the Bullying and Harassment Statement as recommended by the Policy & Resources Committee.
17. **Policies and Documents** –
 - 17.1 To resolve to approve the following policies and documents as recommended by the Policy & Resources Committee:
 - Asbestos Management Plan
 - Dealing with the Press/Medial Policy
 - Financial Regulations
 - Financial Risk Assessment and Management Policy
 - Lone Working Policy
 - Snow and Ice Management Policy
 - Simmons Park Booking Form
 - Simmons Park Terms and Conditions of Hire
 - Simmons Park Hire Policy
 - 17.2 To resolve to approve the Terms of Reference for the Memorandum of Understanding Task & Finish Group
18. **COVID19 Signage** – To consider correspondence received from a member of the public

19. **Public Space Protection Orders for Dog Control** – To consider a response to correspondence received in relation to the draft Order in relation to Simmons Park as agreed by the Parks Committee
20. **Finance** – To resolve payment of the invoices in accordance with the schedule
21. **Simmons Park Charity** – To note that the Merger of the two Charities was completed on 1st November 2021 and that the Charity has been incorporated.
22. **Asset Register** – To resolve to approve the additions and disposals as listed on the report
23. **Civic Dinner** – To resolve the allocation of free tickets for the event scheduled to take place on 4th March 2022
24. **Civic Diary Report** – To note events attended by the Mayor and Deputy Mayor during January 2022
25. **Complaint** – To note that a complaint received by WDBC's Monitoring Officer about a Town Councillor was not upheld
26. **Reports of Council Working/Task & Finish Groups** – To note reports:
 - 26.1 **Climate Change** (Cllrs Button, Goffey, Ireland and Leech)
 - 26.2 **Charter Hall Roof Replacement** (Cllrs Goffey, Leech and Sanger)
 - 26.3 **Placemaking Working Group** (Cllrs Abbots, Button, Leech, Marsh, Matravers and Travers)
 - 26.4 **Memorandum of Understanding** – (Cllrs Abbots, Marsh, Matravers, Travers, Wood and Yelland)
27. **Reports on Current Activities by Community Groups with Town Council Representation**
 - 27.1 **Neighbourhood Plan Group** (Cllrs Goffey, Button and Sanger) –
28. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
 - 28.1 **Okehampton Matters** (Cllrs Goffey and Wood)
 - 28.2 **Okehampton COVID19 Support Group** (Cllr Button)
 - 28.3 **Okehampton and Hamlets Community Archive Project** (Town Clerk)
 - 28.4 **Okehampton Primary School** (Cllr Travers)