



Okehampton Town Council

Town Hall  
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Okehampton  
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EX20 1AA

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Emma James  
Town Clerk

14<sup>th</sup> March 2022

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 21<sup>st</sup> March 2022 at 7pm in the Charter Hall, Market Street, Okehampton.

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. **Visiting Speaker** – To receive a presentation about the creation of a Plastic Free Community
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** meetings held on 24<sup>th</sup> January and 14<sup>th</sup> February 2022 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 14<sup>th</sup> February 2022 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 meetings held on 28<sup>th</sup> February and 7<sup>th</sup> March 2022.
10. **Plastic Free Community** – To consider the presentation and resolve any actions arising
11. **CCTV** – To receive an update on progress from the Clerk and Cllr Leech
12. **Cemetery Access** – To receive an update from the Clerk in relation to the access and car park entrance/exit to the Cemetery and consider any actions arising
13. **The Devon, Plymouth and Torbay Devolution Deal** – To review the document provided by DALC and consider any response to be made to inform the initial stage of discussions
14. **Placemaking** – To receive and consider a report from WDBC's Officers
15. **Okehampton Show 2022** – To note that the attendance at the show by two employees, the Clerk and a member of the Parks Team, has been approved by the Policy & Resources Committee and consider a rota of Councillors to assist. Ticket price is £15 p/person.
16. **Policies and Documents** – To receive a report from the Clerk and resolve to approve the Grant Policy as deferred to full Council by the Policy & Resources Committee
17. **Finance** – To resolve payment of the invoices in accordance with the schedule
18. **Insurance Renewal** – If received, to resolve to approve the insurance quotation for 2022/23 which is the last year of a three-year agreement
19. **Pavilion in the Park Lease** – To ratify the appointment of a Solicitor at the cost of up to £500 to review the lease of the building and other actions as required by the Solicitor
20. **Civic Diary Report** – To note events attended by the Mayor and Deputy Mayor during March 2022
21. **Annual Town Assembly** – To note that the meeting is being held at 7pm on Monday 28<sup>th</sup> March in the Charter Hall
22. **Covid19**
  - 22.1 To note that the Covid19 signage within the town following relaxation of government guidance and regulations is being removed
  - 22.2 To consider the location of future meetings of the Council and its Committees, noting that on commencement of the Charter Hall roofing work they will relocate to the Council Chamber unless the Council resolves to do so sooner
23. **Reports of Council Working/Task & Finish Groups** – To note reports:
  - 23.1 **Climate Change** (Cllrs Button, Goffey, Ireland and Leech)
  - 23.2 **Charter Hall Roof Replacement** (Cllrs Goffey, Leech and Sanger)
  - 23.3 **Placemaking Working Group** (Cllrs Abbots, Button, Leech, Marsh, Matravers and Travers)

**23.4 Memorandum of Understanding** – (Cllrs Abbots, Marsh, Matravers, Travers, Wood and Yelland) – Group on hold

**23.5 Community Governance** – (Cllrs Goffey, Ireland, Matravers, Sanger and Tolley)

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

**24.1 Neighbourhood Plan Group** (Cllrs Goffey, Button and Sanger) –

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

**25.1 Okehampton Matters** (Cllrs Goffey and Wood)

**25.2 Okehampton COVID19 Support Group** (Cllr Button)

**25.3 Okehampton and Hamlets Community Archive Project** (Town Clerk)

**25.4 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.'**

**26. Town Council's Mayoral Awards** – To consider nominations for an award

**27. Queens Platinum Jubilee** – to consider quotations and resolve to approve the hire of toilets and a marquee for the event on 4<sup>th</sup> June 2022