



Okehampton Town Council

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Emma James  
Town Clerk

28<sup>th</sup> March 2022

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 4<sup>th</sup> April 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

### **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.'**

4. **Charter Hall Roofing Project** – To consider and resolve to approve quotations received for elements of the work