



Okehampton Town Council

3rd May 2022

Dear Councillor

You are summoned to attend the Annual Meeting/Ceremony of Mayor Choosing of Okehampton Town Council to be held on **Wednesday 11th May 2022 at 12noon** in the Council Chamber, Town Hall, Fore Street, Okehampton.

Yours faithfully

E James

Emma James
Town Clerk

AGENDA

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 Committee 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.**

Welcome by the Mayor

1. **Election of Mayor** - To elect the Mayor of Okehampton for the ensuing year and signing of the statutory declaration of acceptance of office
2. **Election of Deputy Mayor** - To elect the Deputy Town Mayor for the ensuing year
3. **Apologies for Absence** - To receive and approve apologies from Members unable to attend.
4. **Retiring Town Mayor** – Speech and presentations
5. **Newly Elected Town Mayor** - Acceptance Speech
6. **Expenses incurred by the Office of the Mayor** - To resolve to endorse an allowance of £2,500 to defray the expenses attached to this office in pursuance of section 15 (5) of the Local Government Act 1972.

7. **Committees of the Council** - To appoint Councillors to the following Committees and to elect the Chairmen and Vice Chairmen for the ensuing year:
 - Parks
 - Planning
 - Policy & Resources
 - Property
 - Emergency – Mayor & Committee Chairs
 - Personnel Sub-Committee – Mayor & Committee Chairs
8. **Working Groups** – To resolve to appoint Councillors to the Working Groups in accordance with the previously circulated list
9. **Representatives to External Bodies** - To appoint Councillors as representatives of the Council to other bodies and to agree reporting arrangements in accordance with the previously circulated list.
10. **Charity Trustees** – To appoint Councillors as Trustees in accordance with the previously circulated list
11. **Financial Checks** - Nomination of a Member to undertake monthly Council financial checks including bank reconciliations and BACS payments
12. **2022/23 Meeting Schedule** – To resolve to ratify the schedule of meetings for the Mayoral Year as recommended by the Council