



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

13th May 2022

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 23rd May 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. **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 **Policy & Resources Committee** meeting held on 11th April 2022 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 25th April and 11th May 2022
9. **End of Year Bank Reconciliation/Balance Sheet** – To consider and approve the bank reconciliation/balance sheet for the year ended 31st March 2022.
10. **Internal Audit Certificate and Report** – To review the 2021/22 year end certificate and report, noting that no observations or recommendations have been made
11. **AGAR Section 1 - Annual Governance Statement 2021/22** – To consider and resolve to approve the annual governance statement
12. **AGAR Section 2 - Accounting Statements 2021/22** – To consider and resolve to approve the accounting statements
13. **Electors' Rights** – To resolve to approve the dates for the exercise of Electors Rights
14. **Finance** –
 - 14.1 **Payments** - To resolve payment of the invoices in accordance with the schedule
 - 14.2 **Bank Signatories** - To review bank account signatories and those authorised to make online payments
 - 14.3 **Budget Workshops** – To note that workshops will be held in the autumn prior to commencement of the budget setting process for 2023/24
 - 14.4 **Virement** – To resolve to approve the recommendation of the Policy & Resources Committee to vire £16,060 from general reserves to the appropriate Parks nominal code for the purchase of the zip wire
15. **Livestreaming of Council Meetings** – To resolve to approve the recommendation of the Policy & Resources Committee that meetings of the Council and its Committees be livestreamed through Facebook when meetings revert to being held in the Council Chamber, and to purchase the necessary equipment at the approximate cost of £300.
16. **Councillor Surgeries** – To consider continuing to hold monthly Councillor Surgeries and their format
17. **Walkway behind The Old Mill** – To resolve to write to DCC requesting the footpath that runs behind the Old Mill Site in Okehampton be designated a public right of way on the basis it has been used as such for over 20 years and the pathway itself has been subject to investment from public bodies
18. **Charter Hall Roofing Project** – To receive an update and consider any actions arising
19. **The Queen's Platinum Jubilee** – To receive an update and consider any actions arising including security arrangements
20. **Okehampton and Hamlets Combined Archive Project** – To receive and consider a report from the Clerk.
21. **Policies and Documents** –
 - 21.1 To resolve to approve the following as recommended by the Policy & Resources Committee including amendments to figures within Financial Regulations:
 - Delegation Scheme
 - Financial Regulations
 - Financial Risk Assessment & Management
 - Investment Strategy
 - Reserves Policy
 - Health & Safety Policy

- 21.2 Review and approval of the Neighbourhood Development Plan Working Group Expenditure Protocol
22. **Committee Terms of Reference** – To review and resolve to approve the Terms of Reference for the following Committees:
- Parks
 - Planning
 - Policy & Resources
 - Property
 - Emergency Committee
 - Personnel Sub-Committee
23. **Register of Interests** – Councillors are reminded to check their Register of Interests is up to date
24. **Civic Diary Report** – To note events attended by the Mayor and Deputy Mayor during May 2022
25. **Council Committees** – To consider a report from the Clerk.
26. **Reports of Council Working/Task & Finish Groups** – To note reports:
- 26.1 **Climate Change** (Cllrs Button, Goffey, Leech and Matravers)
 - 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 **Community Governance** – (Cllrs Goffey, Ireland, Matravers, Sanger and Tolley)
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 and Hamlets Combined Archive Project** (Town Clerk)
 - 28.3 **Okehampton Primary School** (Cllr Button)
 - 28.4 **Okehampton Ukraine Support Group** (Cllr Button)

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.'

29. **Tree Work in Simmons Park** – To resolve to approve the appointment of a contractor to undertake tree work in Simmons Park as recommended by the Parks Committee
30. **Picnic Benches** – To consider and resolve the purchase of picnic benches replacing two in Simmons Park and the provision of benches in Station Road