



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

18th July 2022

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 25th July 2022 at 7pm in the Council Chamber, Town Hall, 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 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 13th June 2022 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
 - 7.2 To adopt the minutes of the **Property Committee** meeting held on 14th March 2022 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
 - 7.3 To adopt the minutes of the **Planning Committee** meetings held on 21st February, 7th March, 4th April, 9th and 16th May and 13th June 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 meeting held on 27th June 2022

9. **Minor Injuries Unit and Hospital Beds** – To consider a report from Cllr Leech and resolve to lobby MP's requesting the reinstatement of an MIU and reprovision of hospital beds in Okehampton Hospital allowing treatment locally and ease bed blocking at RD&E

10. **Pets as Prizes** – To consider correspondence sent to Cllr Leech about the practice of giving away pets as prizes and resolve to ensure that it does not happen on land that the Council is responsible for

11. **Okehampton Police Desk** – To resolve to write to the Police & Crime Commissioner in support of the reopening of the Police Desk in Okehampton in June 2023 as reported in the Okehampton Times on 14th July

12. **CCTV, Phase 2** – To receive an update from Cllr Leech and the Clerk

13. **Community Governance** – To consider recommendations of the Working Group

14. **Policies and Documents** – To consider and resolve to approve following policies and documents as recommended by the Policy & Resources Committee:
 - Business Continuity Plan
 - Document Retention Policy
 - Privacy (Data Protection) Policy
 - Privacy Notice (General)
 - Privacy Notice (Staff, Councillors and Role Holders)
 - Standing Orders
 - Subject Access Request Policy

15. **Finance** – To resolve payment of the invoices in accordance with the schedule

16. **Civic Diary Report** – To note events attended by the Mayor and Deputy Mayor during June 2022

17. **Reports of Council Working/Task & Finish Groups** – To note reports:
 - 17.1 **Climate Change** (Cllrs Button, Goffey, Leech and Matravers)
 - 17.2 **Charter Hall Roof Replacement** (Cllrs Goffey, Leech and Sanger) – Update and documentation to be considered within Part 2 of the agenda
 - 17.3 **Placemaking Working Group** (Cllrs Abbots, Button, Leech, Marsh, Matravers and Travers)
 - 17.4 **Community Governance** – (Cllrs Goffey, Ireland, Matravers, Sanger and Tolley)

18. **Reports on Current Activities by Community Groups with Town Council Representation**
 - 18.1 **Neighbourhood Plan Group** (Cllrs Goffey, Button and Sanger) –

19. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
- 19.1 **Okehampton Matters** (Cllrs Goffey and Wood)
 - 19.2 **Okehampton and Hamlets Combined Archive Project** (Town Clerk)
 - 19.3 **Okehampton Primary School** (Cllr Button)
 - 19.4 **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.'

20. **Charter Hall Roofing Project** – To receive an update from the Working Group and resolve to approve the specification and documentation, and any other matters arising
21. **Utilities Contracts** – To consider quotation received for the renewal of electricity contracts