



Okehampton Town Council

Town Hall
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Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

21st November 2022

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 28th November 2022 at 7pm in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

E James

Emma James
Town Clerk

AGENDA

A fire alarm drill is not planned. In the event that the alarm sounds, please make your way out of the building using either staircase and make your way to the meeting point in Red Lion Yard where you are asked to await further instructions.

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. **Declarations of Interest** – To receive disclosures of interests from Councillors on matters to be considered at the Meeting. The disclosure shall include the nature of the interest. If a Member becomes aware, during the course of the Meeting, of an interest that has not been disclosed they must do so immediately.
3. **Public Participation** – To receive questions or comments from members of the public. (Please note that decisions cannot be made on items not detailed on the agenda.)
4. **Members' Questions** - To receive questions from Members regarding the workings of the Council
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 **Policy & Resources Committee** meeting held on 24th October 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 **Parks Committee** meetings held on 5th September 2022 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
 - 8.3 To adopt the minutes of the **Planning Committee** meeting held on 17th October 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 meeting held on 31st October 2022
10. **Co-option** - To consider any applications received, and if any co-option is resolved, the committees, working groups or other roles that any co-opted persons will be appointed to
11. **Road Closures for Town Events** – To consider a request from the Carnival Committee that the Council organises the road closure for the 2023 Carnival on their behalf
12. **Cost of Living Crisis** – To receive and consider any suggestions by Councillors for assistance that the Council could give to its residents
13. **Rail Impact Survey** – To consider a draft survey prepared by Cllr Ireland to ascertain the impact the reopening of the passenger rail service has had on businesses in the town and how this will be undertaken
14. **Okehampton Railway Station Parking** – To consider correspondence from Mel Stride MP in relation to parking issues, any further updates and resolve any action to be taken
15. **Speedwatch** – To consider hosting a presentation to surrounding parish councils with a view to ascertaining any interest in setting up a speedwatch scheme within the town or area
16. **Audits**
 - 16.1 To note that PFK Littlejohn have been appointed as External Auditor to smaller authorities in Devon for the five financial years from 2022/23 to 2026/27
 - 16.2 To note the report from the interim internal audit undertaken on 8th November 2022, previously circulated, and actions taken
17. **Finance** –
 - 17.1 To resolve payment of the invoices in accordance with the schedule
 - 17.2 To resolve to approve the virement of the £15,000 grant income from the Office of the Policy & Crime Commissioner to the CCTV budget heading as recommended by the Policy & Resources Committee
18. **S106 Funds** – To receive an update in relation to S106 funding secured by WDBC for open space, sport and recreation in Okehampton and to note that the Clerk is working with the Manager of OCRA to undertake an associated audit of sports groups and facilities
19. **CCTV Phase 2** – To receive and consider an update in relation to the installation of Phase 2 of the Scheme

20. **Past Mayors Badges** – To consider a recommendation from the Policy & Resources Committee to purchase badges of the existing design
21. **Terms of Reference** – To resolve approval of the ToR for the King Charles III Coronation Task & Finish Group as recommended by the Policy & Resources Committee
22. **Civic Diary Report** – To note events attended by the Mayor
23. **Christmas and New Year Office Opening Hours** – To note that the Council Office will close to the public at 4pm Thursday 22nd December and reopen on Tuesday 3rd January 2023 and that there will only be minimal staff working reduced hours on normal working days throughout this period
24. **Reports of Council Working/Task & Finish Groups** – To receive reports from the following groups:
 - 24.1 **Climate Change** (Cllrs Goffey, Leech, Matravers, Wood)
 - 24.2 **Charter Hall Roof Replacement** (Cllrs Goffey, Leech, Wood)
 - 24.3 **Placemaking Working Group** (Cllrs Abbots, Leech, Marsh, Matravers)
25. **Reports on Current Activities by Community Groups with Town Council Representation**
 - 25.1 **Neighbourhood Plan Group** (Cllrs Goffey and Matravers)
26. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
 - 26.1 **Okehampton Matters** (Cllrs Goffey, Wood)
 - 26.2 **Okehampton Ukraine Support Group** (Cllr Leech)
 - 26.3 **Rural Market Town Group** (Cllr Goffey)

PART TWO – CONFIDENTIAL ITEMS

27. **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 which are CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council.'
28. **Charter Hall Roofing Project** –
 - 28.1 To consider tenders received, recommendations from the working group and resolve to award the contract
 - 28.2 To resolve to approve the draft wording for a grant application to Okehampton United Charity

To resolve to exit Part 2, ratify decisions made therein and re-admission of the Press and Public