



Okehampton Town Council

Town Hall
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Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

20th February 2023

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 27th February 2023 at 7pm in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

E James

Emma James
Town Clerk

AGENDA

This meeting will be livestreamed through the Council's Facebook page. Persons attending will be captured on film except when seated in the public seating area, with the exclusion of the first row. Any speech may be picked up and broadcast.

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 **Parks Committee** meeting held on 5th December 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 30th January 2023
10. **Proposed Installation of On Street Parking Meters** – To consider feedback from Cllr Samuel (DCC), if received, and resolve any action to be taken
11. **Okehampton Hospital** – To consider any action to be taken to continue the campaign for the reopening of the wards in Okehampton Hospital
12. **DCC Regeneration Project** – To receive an update from the Mayor and Clerk and consider any actions arising
13. **CCTV Scheme** – To receive an update from Cllr Leech and the Clerk on progress with the installation of Phase 2
14. **Speedwatch** – To receive feedback from Cllrs who attended a recent presentation and resolve to ascertain if there are any residents who would be willing to set-up or take part in a community led scheme
15. **Charter Hall Roofing Project** – To receive an update and consider any actions arising and a resolution ratifying the previously agreed letter of intent
16. **Community Governance – Boundary Review** – To receive an update following consideration of the draft terms of reference by WDBC at a meeting on 21st February 2023 and Okehampton Hamlets Parish Council’s response and resolve any actions arising
17. **Finance**
 - 17.1 **Payment Schedule** - To resolve payment of the invoices in accordance with the schedule
 - 17.2 **Trustees fees** – To resolve to approve, in line with the management agreement, the continued payment of legal fees incurred by Trustees using the Solicitor who has been dealing with related matters
18. **Asset Register** –
 - 18.1 To note that Cllrs Goffey and Wood undertook an audit of paintings and silverware in May/June 2022 and to nominate a Councillor to undertake the annual audit check of elements of the Asset Register
 - 18.2 To resolve to approve the additions and removal of items from the asset register
19. **Policies and Documents** –
 - 19.1 **Policies** – To resolve to approve the policies as recommended by the Policy & Resources Committee and following staff consultation:
 - Absence Management Policy
 - Grievance Policy
 - Leave Policy
 - Social Media, IT and Phone Use Policy for Employees
 - Training and Development Policy for Employees and Councillors
 - Uniform Policy for Employees
 - 19.2 **Risk Assessments** – To resolve to approve the updated risk assessments

20. **Meeting dates** – To resolve to approve the 2023/24 schedule of meeting dates
21. **Events**
- 21.1 **Commonwealth Day, 13th March 2022** - To note the event which takes place outside St James' Chapel at 9.20am
- 21.2 **Annual Town Assembly and Report for 2022/23**
- a) To note the attending speakers and resolve to agree the format of the Annual Town Assembly on 3rd April 2023
- b) To resolve to approve the draft 2022/23 annual report as produced to date
- 21.2 **Coronation of King Charles III** – To consider any actions arising from meetings of the working group and to note that additional road signs to enable the road closure may need to be purchased
- 21.3 **Okehampton Celebrates in the Park** - To consider any actions arising from meetings of the working group
- 21.4 **Royal Garden Party Nomination** – The Council was invited by DALC to nominate a past or current serving Mayor to attend a Royal Garden Party at Buckingham Palace on 9th May 2023. Due to the very short timescales nominations were requested by email and Cllr Leech's named was submitted but subsequently not drawn.
22. **Civic Diary Report** – To note events attended by the Mayor
23. **Reports of Council Working/Task & Finish Groups** – To note reports:
- 23.1 **Climate Change** (Cllrs Goffey, Leech, Matravers and Wood)
- 23.2 **Charter Hall Roof Replacement** (Cllrs Goffey, Leech and Wood)
- 23.3 **Placemaking Working Group** (Cllrs Leech, Marsh and Matravers)
24. **Reports on Current Activities by Community Groups with Town Council Representation**
- 24.1 **Neighbourhood Plan Group** (Cllrs Goffey and Matravers)
25. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
- 25.1 **Okehampton Matters** (Cllrs Goffey and Wood)
- 25.2 **Okehampton Ukraine Support Group** (Cllr Leech)
- 25.3 **Rural Market Town Group** (Cllr Goffey)

PART TWO – CONFIDENTIAL ITEMS

26. **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.'
27. **H&S Audit** – To receive an update from the Clerk about the fire risk assessment work and to consider approval of the appointment of a contractor to undertake a full risk assessment
28. **Parks Equipment** – To consider quotations and resolve to approve the purchase of equipment
29. **Insurance Quotations** – If received to consider quotation for renewal of insurance which expires on 31st March 2023

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