



Okehampton Town Council

9th May 2023

Dear Councillor

A Mayoral Award Presentation event is being held on **Wednesday 17th May at 3pm** to which you are invited to attend.

You are summoned to attend the Annual Council Meeting/Ceremony of Mayor Choosing of Okehampton Town Council to be held on **Wednesday 17th May at 3.10pm** (or at the arising of the presentations, whichever later) in the Council Chamber, Town Hall, Fore Street, Okehampton.

Yours faithfully

E James

Emma James
Town Clerk

This event and 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.

2022/23 Mayoral Award Presentations

Speech and presentations of the 2022/23 Mayoral Awards by the outgoing Mayor, Cllr Tolley.

Annual Meeting of Okehampton Town Council and Mayor Choosing

AGENDA

Business to be Transacted

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. **Declarations of Interest** – To receive any declarations of interest from Members.
5. **Mayor’s Expenses** - To resolve to endorse a budget of £2,500 to defray the expenses attached to this office in pursuance of section 15 (5) of the Local Government Act 1972.
6. **General Power of Competence** – To note that the council meets the General Power of Competence eligibility criteria and to resolve to readopt the power.
7. **Committees of the Council** - To appoint Councillors to the following Committees and to elect the Chairmen and Vice Chairmen for the ensuing year:
 - Property
 - Policy & Resources
 - Planning
 - Parks
 - Emergency – Mayor & Committee Chairs
 - Personnel Sub-Committee – Mayor & Committee Chairs
8. **Working Groups** – To resolve to appoint Councillors to the Working Groups
9. **Representatives to External Bodies** - To appoint Councillors as representatives of the Council to other bodies and to agree reporting arrangements
10. **Charity Trustees** – To appoint Councillors as Trustees
11. **Financial Checks** - Nomination of a Member to undertake monthly Council financial checks including bank reconciliations and BACS payments.
12. **Asset Audit** - Nomination of a Member to undertake an audit of elements of the assets held by the Council including regalia.
13. **2023/24 Meeting Schedule** – To note the schedule of meetings and events for the Mayoral Year as previously approved by the Council.