



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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townclerk@okehampton.gov.uk

Emma James
Town Clerk

23rd May 2023

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on **Tuesday 30th May 2023 at 4pm** 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. **Charter Hall Roofing Project** –
 - 3.1 To resolve to release the final contract price.
 - 3.2 To resolve to approve the issuing of letters of intent to the contractor for slates and M&E work.
 - 3.3 To resolve to approve the signing of the JCT 2016 Minor Works Contract
 - 3.4 To agree the paint colours for the redecorating of affected areas.
 - 3.5 To consider any further actions arising.
4. **Payments** - To resolve payment of the invoices in accordance with the schedule