



Okehampton Town Council

Town Hall
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Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

19th June 2023

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 26th June 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. **Visiting Speakers** – To receive a report from Inspector Conway followed by time for questions
9. **Adoption of Minutes of Committees and to Receive Questions from Members Thereon** –
 - 9.1 To adopt the minutes of the **Planning Committee** meetings held on 21 November 2022, 23rd January, 20th February, 13th and 27th March, 17th April and 2nd May 2023 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
 - 9.2 To adopt the minutes of the **Policy & Resources Committee** meeting held on 17th April 2023 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
10. **Full Council Meeting Minutes** - To receive, sign and approve the minutes of the Town Council meetings held on 17th, 22nd and 30th May 2023 including an amendment to those of 22nd May removing Cllr Cooper's name from the list of attendees and increasing the number of members of the public present to 3.
11. **Co-option of Councillors** – To consider applications received for co-option to the Council and to resolve the ward they are co-opted to, the Committees they will sit on and any other positions or working groups they are appointed to.
12. **2022/23 Year End Reports and Audits**
 - 12.1 **End of Year Bank Reconciliation/Balance Sheet** – To consider and approve the bank reconciliation/balance sheet for the year ended 31st March 2022.
 - 12.2 **Internal Audit Certificate and Report** – To consider the 2022/23 year end certificate and report
 - 12.3 **AGAR Section 1 - Annual Governance Statement 2022/23** – To consider and resolve to approve the annual governance statement
 - 12.4 **AGAR Section 2 - Accounting Statements 2022/23** – To consider and resolve to approve the accounting statements
 - 12.5 **Electors' Rights** – To resolve to approve the dates for the exercise of Electors Rights
13. **Okehampton United Charity – Nomination of Trustee** – To resolve to nominate a Trustee to Okehampton United Charity to fill the casual vacancy following the Ex Officio appointment of Cllr Fisher. The appointment will end on 18th October 2025.
14. **Finance** – To resolve payment of invoices in accordance with the schedule
15. **Policies and Documents** –
 - 15.1 **Policies** - To resolve to approve the following policies as recommended by the Policy & Resources Committee:
 - Work Experience Policy
 - Business Continuity Plan
 - 15.2 **Terms of Reference** - To resolve to approve the following Terms of Reference:
 - Emergency Committee
 - Planning Committee
 - Policy & Resources Committee
 - Personnel Sub-Committee
16. **Charter Hall Roofing Project** – To receive an update from the working group (Cllrs Colman, Leech and Wood) and consider any actions arising

17. **Emergency Planning** – To resolve to create a Task & Finish Group to create an Emergency Plan and to liaise with Launceston Town Council, and others at their invitation, to work collaboratively in this regard.
18. **20's Plenty for Devon** – To consider correspondence in relation to joining the campaign for a reduced speed limit in cities, towns and villages in Devon and the appointment of a Councillor/s to represent the Council at any meetings that may arise and to which committee they will report
19. **Active Travel Project** – To note correspondence providing an update on the West Devon Borough Council and South Hams District Council cycling and walking project and consider the appointment of a Councillor/s to represent the Council at any meetings that may arise and to which committee they will report
20. **DCC Urban Renewal/Regeneration Project** – To receive an update from the Clerk
21. **Business Improvement District** – To receive an update from the Clerk
22. **Councillor Surgery** – To consider ways in which members of the public can be encouraged to attend the monthly Surgeries
23. **Civic Diary Report** – To note events attended by the Mayor
24. **Reports of Council Working/Task & Finish Groups :**
 - 24.1 **Climate Change** (Cllrs Leech, Weekes and Wood)
 - 24.2 **Neighbourhood Plan Review** (Cllrs Fisher and Tolley) To receive an update and consider any recommendations.
25. **Reports on Current Activities by Community Groups with Town Council Representation**
 - 25.1 **Neighbourhood Plan Group** (Cllrs Colman, Weekes and Wood)
26. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
 - 26.1 **Rural Market Town Group** (Cllrs Colman and Leech)

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. **Security**
 - 28.1 **Safe** – To receive an update from the Clerk
 - 28.2 **Regalia** – To receive and consider a report from the Clerk

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