



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

20th July 2023

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 31st July 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 6th February 2023 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 **Policy & Resources Committee** meeting held on 19th June 2023 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 **Property Committee** meeting held on 6th March 2023 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 meetings held on 26th June and 12th July 2023.
10. **Committee Membership** – To resolve the Committees on which Cllrs Cummings, Harding and Rogers will be appointed to sit on.
11. **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.
12. **Business Improvement District** – To consider the report and resolve if to progress with the project or any other action to be taken.
13. **DCC Urban Renewal/Regeneration Project** – To receive an update from the Clerk and Cllr Tolley following a meeting on 20th July
14. **DCC On-Street Parking Charges Proposal** – To consider any update relation to the proposals and any action to be taken
15. **Community Governance Boundary Review** – To note the consultation has been delayed by West Devon Borough Council with initial recommendations now scheduled to be made to WDBC on 3rd October 2023.
16. **Charter Hall Roofing Project** – To receive an update from the working group and Clerk, and consider any actions arising
17. **Okehampton Fairtrade Group** – To consider approval of the Council’s continued support to enable the group to apply for status renewal
18. **Okehampton Carnival** –
 - 18.1 To consider a request from the group for exemption from the Council’s grant application process.
 - 18.2 To consider a proposal by Cllr Fisher that the Council sponsors a Carnival Float
19. **Finance** – To resolve payment of invoices in accordance with the schedule
20. **Insurance** – To consider the quotation to increase the Fidelity/Commercial Crime Limit of Indemnity cover as recommended by the Council’s insurer

21. **Councillor Surgery** – To consider ways in which members of the public can be encouraged to attend the monthly Surgeries
22. **Policies and Documents** –
- 22.1 **Policies** - To resolve to approve the following policies as recommended by the Policy & Resources Committee:
- Tree Policy
 - Work Experience Policy
- 22.2 **Terms of Reference** - To resolve to approve the following Terms of Reference as recommended by the Committees:
- Parks Committee
 - Property Committee
23. **Council Meeting Dates** – To consider the requests for changes to meeting dates as detailed on the previously circulated report.
24. **Civic Diary Report** – To note events attended by the Mayor
25. **Reports of Council Working/Task & Finish Groups** :
- 25.1 **Climate Change** (Cllrs Leech, Weekes and Wood)
26. **Reports on Current Activities by Community Groups with Town Council Representation**
- 26.1 **Neighbourhood Plan Group** (Cllrs Colman, Weekes and Wood)
27. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
- 27.1 **Rural Market Town Group** (Cllrs Colman and Leech)
- 27.2 **20's Plenty for Devon** (Cllrs Marsh and Cummings)
- 27.3 **Active Travel Project** (Cllrs Marsh and Weekes)

PART TWO – CONFIDENTIAL ITEMS

28. **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.'
29. **Charter Hall Roofing Project** – To consider quotations received for associated external decorating work and any other actions arising in relation to the project

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