



Okehampton Town Council

Town Hall
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Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

14th August 2023

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 21st August 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. **Full Council Meeting Minutes** - To receive, sign and approve the minutes of the Town Council meetings held on 31st July 2023.
9. **Business Improvement District** – To consider any updates or further information received
10. **DCC On-Street Parking Charges Proposal** – To consider any update relation to the proposals and any action to be taken following a meeting with DCC on 17th August.
11. **Consultation on Railway Station Ticket Office Closures** – To consider a response to the consultation which closes on 1st September.
12. **Jim the Walker**
 - 12.1 To consider the inspection report and action required that can be undertaken 'in-house'.
 - 12.2 To resolve under which Committee responsibility for the Statue should fall; Parks or Property.
13. **Neighbourhood Plan** – To consider feedback from the group following comments from the council in June 2023 and to resolve approval to progress to Regulation 16 and following Referendum which would have financial implications for both Councils.
14. **Okehampton Memories** – To resolve to support by letter an Okehampton Memories project for which Everything Okehampton have been awarded a Lottery Heritage Grant and to consider making a financial contribution by way of a £500 donation to the project which compliments the Council archiving work.
15. **Finance** – To resolve payment of invoices in accordance with the schedule and note those paid outside of a meeting during the week commencing 7th August 2023.
16. **Simmons Park Charity (1101388)** –
 - 16.1 To note a Special Meeting of Trustees has been called by the Chairman for 4th September 2023 when consideration will be given to appointing Okehampton Town Council as Sole Trustee of the Charity.
 - 16.2 To resolve to approve the signing of Deeds and the affixing of the common seal to the following documents:
 - Deed of Appointment and Retirement of Trustees
 - Deed of Indemnity
17. **Terms of Reference** – To resolve to approve the ToR proposed by Okehampton Hamlets Parish Council for a joint working group to plan and organise events for D Day Celebrations on 6th June 2024 and consider budgetary implications
18. **General Data Protection Regulations** – Councillors to note the previously circulated reminder, including use of emails
19. **Mayors Civic Diary Report** – To note events attended by the Mayor since the previous meeting
20. **Civic Events** – To note the following events to which Councillors are expected to attend and to consider any matters arising:
 - 20.1 **Civic Service** – 17th September 2023

20.2 Remembrance Parade and Service – To note that the event is being held on the morning of 12th November 2023.

20.3 Mayors Carols, Edwardian Evening – To note that the event is taking place on the evening of 30th November and consider amended timings proposed by the Mayor

21. Reports of Council Working/Task & Finish Groups :

21.1 Climate Change (Cllrs Leech, Weekes and Wood)

22. Reports on Current Activities by Community Groups with Town Council Representation

22.1 Neighbourhood Plan Group (Cllrs Colman, Weekes and Wood)

23. Members' Reports and Items for Agendas - To receive reports from Members attending other organisations on behalf of the Council:

23.1 Rural Market Town Group (Cllrs Colman and Leech)

23.2 20's Plenty for Devon (Cllrs Marsh and Cummings)

23.3 Active Travel Project (Cllrs Marsh and Weekes)

PART TWO – CONFIDENTIAL ITEMS

24. 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.'

25. Charter Hall Roofing Project – To consider any actions arising

26. Jim the Walker – To consider the lease extension document

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