



Okehampton Town Council

Town Hall
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Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

11th September 2023

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 18th September 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 3rd July 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 meeting held on 21st August 2023.
10. **Business Improvement District** – To consider any updates or further information received including the budget and progression to the next stage.
11. **DCC On-Street Parking Charges Proposal** – To consider any update relation to the proposals and action to be taken following a meeting with DCC on 17th August.
12. **Community Governance Boundary Review** – To receive a report from Cllr Yelland and the Clerk following attendance at a WDBC Community Governance Review meeting. To resolve any actions to be taken including the following proposals from Cllr Yelland, that the Council:
 - a) Writes to the Ward members, copying in the Chair of the Advisory Group and the Leader of WDBC, briefly outlining the history behind the request for a boundary review and our reasons why.
 - b) Invites the Ward members to an informal council meeting made up of representatives from OTC to give them an opportunity to ask any questions and gain a deeper understanding of the issues we face.
13. **NHS Devon Integrated Care System** – To note that an informal meeting with a Locality Director has been arranged for 4th October.
14. **Charter Hall Roofing Project** – To receive an update and consider any actions arising
15. **Public Space Protection Order** – To consider working with the Police Neighbourhood Team Leader on an application to WDBC in 2024 to obtain a PSPO covering Okehampton with the aim of tackling anti-social behaviour.
16. **Finance** – To resolve payment of invoices in accordance with the schedule.
17. **External Audit 2022/23** –
 - 17.1 To note the External Auditors Report and Certificate which raised no concerns or matters for attention.
 - 17.2 To resolve the Notice of Conclusion of Audit be published on 19th September 2023 for 14 days.
18. **Internal Auditor Appointment** – To resolve to ratify the appointment of IAC Audit and Consultancy as the council's internal auditor for the second of a three-year agreement which commenced in the 2022/23 year at the cost of £770 p/annum.
19. **Insurance** – Following issues at Clevedon Town Council, Councillors are required to disclose to the Clerk if any of the statements in the previously circulated meeting report relate to them by no later than 22nd September 2023.

20. **Policies** – To resolve to approve the following policies recommended by the Policy & Resources Committee:
 - Accident and Incident Reporting Policy & Procedure
 - Biodiversity Duty Policy
 - Cemetery Fees for 2024-25
 - Cemetery Rules and Regulations Policies
 - Co-Option Policy
 - Grant Policy
 - Simmons Park Memorial Management Policy
 - Snow and Ice Management Policy
 - Workplace Stress Management Policy
21. **Simmons Park Charity (1101388)** – To note that the Trustees have appointed Okehampton Town Council as Sole Trustee of the Charity.
22. **Election of a Nominated Trustee to Okehampton United Charity** – To consider nominating a Trustee for the term of 4 years to commence after Cllr Ireland's term of office as Trustee ends on 21st October 2023.
23. **Freedom of Information Request** – To note a request for information relating to IT equipment and related software has been responded to
24. **Mace Bearer** – To note that the longstanding Mace Bearer has tendered his resignation and to consider how this should be marked
25. **Mayors Civic Diary Report** – To note events attended by the Mayor since the previous meeting
26. **Civic Events** – To note that the Mayor is hosting a fundraising Golf Event on 29th May 2024 in place of a Civic Dinner.
27. **Reports of Council Working/Task & Finish Groups** :
 - 27.1 **Climate Change** (Cllrs Leech, Weekes and Wood)
28. **Reports on Current Activities by Community Groups with Town Council Representation**
 - 28.1 **Neighbourhood Plan Group** (Cllrs Colman, Weekes and Wood)
29. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
 - 29.1 **Rural Market Town Group** (Cllrs Colman and Leech)
 - 29.2 **20's Plenty for Devon** (Cllrs Marsh and Cummings)
 - 29.3 **Active Travel Project** (Cllrs Marsh and Weekes)

PART TWO – CONFIDENTIAL ITEMS

30. **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.'
31. **Boiler** - To receive a report and consider a quotation received

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