



Okehampton Town Council

Town Hall
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Okehampton
Devon
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Emma James
Town Clerk

18th March 2024

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 25th March 2024 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 **Planning Committee** meetings held 8th January and 5th February 2024 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 15th January 2024 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** meetings held 4th December 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 26th February 2024.
10. **Community Governance Boundary Review** – To consider any further information received from West Devon Borough Council about the transition process.
11. **Consultations**
 - 11.1 **DCC On-Street Parking Pay & Display Consultation** – To note the outcome
 - 11.2 **Dartmoor Multi-Academy Trust** – To consider a response to a proposal to establish a Resource Base at Okehampton Primary School. Consultation closes on 29th April 2024
 - 11.3 **Okehampton Conservation Area – Appraisal and Management Plan** – To note that a consultation initiated by WDBC is due to commence, dates to be confirmed and document previously circulated. A meeting to consider the draft is being held in the Town Hall on 27th March.
12. **Charter Hall**
 - 12.1 **Roofing Project** – To receive an update and consider any actions arising.
 - 12.2 **Internal Improvements** – To receive an update from the Property Committee and/or working group and consider any recommendations arising.
13. **All Saints Church** – To consider correspondence in relation to the access way
14. **Okehampton Community Recreation Association** – To nominate a Council representative as Trustee to OCRA for the term of 4 years, Cllr Tolley being due to retire as Trustee on 27th March 2024.
Note – the nominated person will be required to attend the AGM on 27th March at 6.30pm.
15. **Simmons Park Putting Improvements** – To consider a proposal from Cllr Marsh
16. **Okehampton Town Youth Council**
 - 16.1 **Adult Appointments** - To resolve to appoint Councillors and any other persons from the community, recommended two Councillors, to work with the Youth Council and Officers, subject to DBS checks
 - 16.2 **Youth Councillor Appointments** – To note due to timescales it will not be possible to arrange elections for the inaugural year, instead applications will be requested
17. **Finance** – To resolve payment of invoices in accordance with the schedule.

18. Policies and Documents

18.1 Policies - To resolve to approve the following documents, previously circulated, as recommended by the Policy & Resources Committee:

- Cemetery Rules and Regulations
- Memorial Mason Registration Scheme
- Delegation Scheme
- Health and Safety Policy
- Internal Control Statement
- Standing Orders

18.2 Risk Assessments – To resolve to approve the updated risk assessments

19. Interim Internal Audit – To note action taken in relation to observations raised earlier

20. Asset Register – To resolve to approve the additions and disposals of items and the register as at 31st March 2024, subject to any further changes that may be required prior to year end.

21. Freedom of Information Requests – To note the following have been received

21.1 Council Housing – Information requested about housing stock the Council owns of which there are none

21.2 Charter Hall Roof Project – Information about costs and tenders received

22. Mayors Civic Diary Report – To note events attended by the Mayor since the previous meeting.

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

23.1 Climate Change (Cllrs Leech, Weekes)

23.2 Okehampton Town Youth Council (Cllrs Colman, Rogers, Weekes)

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

24.1 Neighbourhood Plan Group (Cllrs Colman and Weekes)

24.2 Okehampton Community Hospital – (Cllrs Marsh and Richards)

24.3 Business Improvement District – (Cllr Tolley)

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

25.1 Rural Market Town Group (Cllrs Colman and Leech)

25.2 20's Plenty for Devon (Cllrs Marsh and Cummings)

25.3 Active Travel Project (Cllrs Marsh and Weekes)

PART TWO – CONFIDENTIAL ITEMS

26. 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.'

27. Insurance Quotations – If received, to consider the quotation for renewal of insurance which expires on 31st March 2024, this being the second of a long-term agreement, and any actions arising

28. Parks Equipment - To consider quotations and resolve to approve the purchase of additional battery-operated equipment

29. Memorial Mason – To consider correspondence from a Memorial Mason

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