



Okehampton Town Council

Town Hall  
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EX20 1AA

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Emma James  
Town Clerk

15<sup>th</sup> April 2024

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 22<sup>nd</sup> April 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 **Policy & Resources Committee** meeting held 11<sup>th</sup> March 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 **Personnel Sub-Committee** meetings held 15<sup>th</sup> January and 19<sup>th</sup> March 2024 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 25<sup>th</sup> March 2024.
10. **Charter Hall Roofing Project** – To receive an update and consider any actions arising.
11. **Speedwatch** – To note correspondence received from Okehampton Hamlets Parish Council
12. **Fairtrade Group** – To consider a request for inclusion of the Town Crest on bookmarks being designed for the group
13. **Finance** – To resolve payment of invoices in accordance with the schedule.
14. **Policies and Documents**
  - 14.1 To resolve to approve the following documents, previously circulated, as recommended by the Policy and Resources Committee:
    - Document Retention Policy
    - Safeguarding Policy
    - Town Centre Grant Initiative Policy
    - Whistleblowing Policy
    - Work Experience Policy
  - 14.2 **Okehampton Town Youth Council (OTYC)** – To resolve to approve the following documents, previously circulated, as recommended by the Policy and Resources Committee for consideration of OTYC when created:
    - Constitution
    - Code of Conduct
    - Data Protection Policy
    - Equal Opportunities Policy
    - Health and Safety Policy
    - Safeguarding Policy
15. **Emergency Plan Working Group** – To resolve to adopt the community plan as recommended by the group
16. **Insurance**
  - 16.1 **Declarations** - 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 30<sup>th</sup> April 2024 other than those that may previously have been reported.
  - 16.2 **Property Risk Inspection** – To note feedback received following the inspection by the Insurer on 20<sup>th</sup> March 2024
17. **Planning Application** – To consider the following application:  
[1069/24/LBC](#) Listed building consent for replacement of slate roof. 36 Station Road, Okehampton, EX20 1EA

18. **Mayors Civic Diary Report** – To note events attended by the Mayor since the previous meeting.
19. **Reports of Council Working/Task & Finish Groups:**
  - 19.1 **Climate Change** (Cllrs Leech, Weekes)
20. **Reports on Current Activities by Community Groups with Town Council Representation**
  - 20.1 **Neighbourhood Plan Group** (Cllrs Colman and Weekes)
  - 20.2 **Okehampton Community Hospital** – (Cllrs Marsh and Richards)
  - 20.3 **Business Improvement District** – (Cllr Tolley)
21. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
  - 21.1 **Rural Market Town Group** (Cllrs Colman and Leech)
  - 21.2 **20's Plenty for Devon** (Cllrs Marsh and Cummings)
  - 21.3 **Active Travel Project** (Cllrs Marsh and Weekes)