

Okehampton Town Council

28th April 2025

Meeting Report

Date:	22 nd April 2025
Name:	Emma James

11.2 Mayor's Charity – To resolve to approve the amount to be donated to the Mayor's Charity from fundraising throughout the Mayoral year.

Balance @ 22/04/2025	£ 3,673.74
Required to cover account fees	<u>£ 100.00</u>
Available	£ 3,573.74

11.4 Rollover of funds from 2024/25 to 2025/26 Budget and Virements – To resolve to approve the rollover of funds in accordance with the report and as considered within the budget setting process for 2025/26 and Rollovers

Rollover 2024/25 to 2025/26

From	Nominal Code	Amount	Comments
Mayors Expenses	4028/102	729	
Celebration/Events	4172/102	867	VE Day event
Clothing PPE (Admin)	4068/101	82	
Community Governance Boundary Review	4154/101	1500	
tree maintenance	4148/302	5870	
Charter Hall General Maintenance	4150/202	189	

Virement

Mayors Expenses (2025/26)	4028/102	105	To 4029/102 (Mayors Badge expense)
Staffing Review	4154/101	3500	To 4055/101 (Legal fees nominal code)
Merlin Cinema Rent Deposit		15,000	To a new Lloyds account in the process of being opened

A previously resolved virement relating to work to the Riverbank in the sum of £22,000 from general reserves to a nominal code will be completed at the same time as the above (Min Ref 710)

11.5 Meeting Apologies – To consider adopting the draft protocol in relation to the tendering and acceptance of apologies from Councillors, to be included within the Civic/Council Protocol document.

Under S85 of the Local Government Act 1972 Councillors who have not attended meetings of the council for 6 months consecutively automatically cease to be Members of the council. For this reason and in accordance with the LGA 1972 apologies should be approved by councils.

The only statutory excuse for apologies is service under the Crown in connection with a war or emergency as in the Secretary of State's opinion entitles the Member to relief (LGA 1972 S85(3)).

Currently OTC considers apologies at meetings of the Council and its Committees and approves them as they see fit, recording the given reason.

Suggestions have been made by Councillors that apologies should be more explanatory and recorded as such in the minutes and also that attendance figures, reported annually in the Council's Annual Report, should include the reasons for absence; for example, that a Councillor has been unwell.

The recording of 'holiday' could jeopardise the safety of individual Councillors premises which could be perceived to be empty for a period of time.

Recommendation:

- a) That the Council consider the following categories in which apologies should be tendered for consideration, recorded in the minutes and used within the annual report from the commencement of the 2025/26 Mayoral year.
 - Personal (Holiday)
 - Illness (including that of dependants)
 - Work
 - Prior/Other Commitment (Arrangements made **prior** to the approval of the Annual Council Schedule of meetings and events, or appointments such as parents' evenings, award ceremonies, attendance by the Mayor/Deputy Mayor at other Civic events)
- b) That absences without reason will not be considered for approval and Councillors will be recorded as being 'Absent'.

In order for apologies to be able to be considered by the Council/Committee, they must be conveyed to the Officer who will be attending the meeting by no later than 5pm, along with the reason. If in doubt apologies should be sent to both the Clerk and Assistant Clerk. Apologies sent after this time may not be received prior to the meeting and the Councillor will be recorded as being Absent.

Working Groups

Councillor attendance at meetings of working groups must be sent to the relevant Officer by 5pm the day before. Attendance will be recorded and may reported to the Council on occasion.

External Bodies Representation

Councillors must send apologies to the relevant organisation if they are unable to attend a meeting or event.