



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

7th May 2025

Dear Councillor

A Mayoral Award Presentation event is being held on **Wednesday 14th May 2025 at 5:45pm** to which you are invited to attend.

You are summoned to attend the Annual Council Meeting/Ceremony of Mayor Choosing of Okehampton Town Council to be held on **Wednesday 14th May at 6pm** (or at the arising of the Mayoral Award presentations, whichever later) in the Council Chamber, Town Hall, Fore Street, Okehampton.

Both events are in the Charter Hall, Market Street, Okehampton.

Yours faithfully

E James

Emma James
Town Clerk

2024/25 Mayoral Award Presentations 5:45pm on Wednesday 14th May 2025

Welcome by the Mayor and prayers by the Mayor Elect's Chaplain

Annual Council Meeting and Mayor Choosing

AGENDA

Business to be Transacted

- 1. Election of Mayor** - To elect the Mayor of Okehampton for the ensuing year and signing of the statutory declaration of acceptance of office.
- 2. Election of Deputy Mayor** - To elect the Deputy Town Mayor for the ensuing year and signing of the declaration of acceptance of office.
- 3. Apologies for Absence** - To receive and approve apologies from Members unable to attend.
- 4. Declarations of Interest** – To receive any declarations of interest from Members.
- 5. Mayor's Expenses** - To resolve to endorse a budget of £2,500 to defray the expenses attached to this office in pursuance of section 15 (5) of the Local Government Act 1972.

6. **Committees of the Council** - To appoint Councillors to the following Committees, and to elect the Chairmen and Vice-Chairmen for the ensuing year
 - Property
 - Policy & Resources
 - Planning
 - Parks
 - Personnel Sub-Committee – Mayor & Committee Chairs
7. **Working Groups** – To resolve to appoint Councillors to the Working Groups in accordance with the previously circulated list.
8. **Representatives to External Bodies** - To appoint Councillors as representatives of the Council to other bodies, including Trustees, and to agree reporting arrangements in accordance with the previously circulated list.
9. **2025/6 Meeting Schedule** – To note the schedule of meetings and events for the Mayoral Year as previously approved by the Council.