



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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townclerk@okehampton.gov.uk

Emma James
Town Clerk

30th April 2024

Dear Councillor

A Mayoral Award Presentation event is being held on **Wednesday 8th May 2024 at 2pm** 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 8th May at 2.10pm** (or at the arising of the Mayoral Award presentations, whichever later) in the Council Chamber, Town Hall, Fore Street, Okehampton.

Yours faithfully

E James

Emma James
Town Clerk

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, to elect the Chairmen and Vice Chairmen for the ensuing year and to dissolve the Emergency Committee which has not met since February 2021.
 - 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. **2024/25 Meeting Schedule** – To note the schedule of meetings and events for the Mayoral Year as previously approved by the Council.