

NORTH TAWTON TOWN COUNCIL

Town Clerk:
Mrs R Rice

14a The Square North Tawton
EX20 2EP
Tel 01837 880121

You are hereby summoned to the Meeting of North Tawton Town Council to be held at the **Council Offices** on **TUESDAY 4th DECEMBER 2012** commencing at **7.30 pm**.

Dated this 28th November 2012



Clerk of the Council

AGENDA

Open Forum – An opportunity for the Electors and others to address the Town Council.

The Council encourages the use of an Open forum. This will allow Members of the Public to address the Town Council. Time will be limited to two minutes per person unless the Chairman rules otherwise. If research is needed members of the public are asked to indicate what is needed in advance to the clerk otherwise – if appropriate - an item will be placed on a future agenda. A brief note will be made of any discussion at this point. Please note that Councillors are not obliged to give their opinion or answer questions.

1. **Apologies for Absence** - To receive apologies from Councillors unable to attend.
2. **Declarations of Interests** - Councillors are reminded to declare any personal or prejudicial interests they may have in any agenda items.
3. **Minutes of the Previous Meetings**
 - 3.1 To approve and sign the minutes of the Ordinary Council meeting held in the Town Hall on Tuesday 6th November 2012 (copy attached)
4. **Updates**
 - 4.1 Chairman to update the Council on various issues
 - 4.2 To receive an update on the Den Brook Community Council meetings by Cllr Mrs J Rosser.
 - 4.3 To receive an update from Cllr P Brickley regarding a meeting with Officers from WDBC to discuss Affordable Housing.
 - 4.4 To receive an update from Cllr P Brickley regarding the Neighbourhood Plan project.
5. **Ongoing issues**

'Action Log' attached at Annex A.
6. **Safety Inspection and Risk Assessment – Memorial Park**

To receive a report regarding emergency action that had to be taken concerning the multi-play equipment and large swings in the Memorial Park.

7. **Councillors attendance at meetings**
To consider a query raised by Cllr S Whiteley regarding Councillors attendance at meetings.

(Statistics for Councillors attendance will be reported annually in April).
8. **Amount of Paperwork sent with Agendas**
To consider a query raised by Cllr S Whiteley regarding the amount of background paper being sent with Agendas.
9. **North Tawton Primary School – Christmas Fair**
Invitation received from Friends of North Tawton School to their Christmas Fair on Friday 7th December commencing at 3.30 pm.
10. **Golden Leaf Landscaping report** for November – Report to follow
11. **NTTC – Christmas Meal**
To consider the venue and date for the Christmas Meal. – Menus will be distributed at the meeting.
12. **Membership of Planning and Estates Committee**
To consider the membership of the Planning and Estates Committee and whether Cllr N Morgan should be transferred to the Finance Committee and a member of the Finance Committee being transferred to the Planning and Estates Committee thus avoiding any conflict of interests that may arise when Cllr N Morgan attends a Planning and Licensing Committee at West Devon Borough Council acting as Ward Member.
13. **FINANCE**
 - 13.1 **Invoices.** To approve payments listed at Annex B (to follow) in accordance with bank mandate.
 - 13.2 **Monthly statement** – to receive the monthly statement and to consider adoption. To make appropriate transfer from reserve accounts to current account to allow payments to be made.
14. **Anonymous donation**
To note that an anonymous donation has been received for the purchase of three picnic benches to be placed in the Memorial Park and a fireproof safe for the Council Offices.
15. **West Devon Citizens Advice Bureau**
To consider a grant request received from West Devon Citizens Advice Bureau. – Annex C
16. **Okehampton District Community Transport Group**
To consider a grant request received from Okehampton District Community Transport Group – Annex D
17. **Photocopier**
To receive a verbal report from the Clerk regarding the photocopier.

18. **Urgent matters at discretion of Chairman** – No decision may lawfully be made under this item but matters may be discussed which involve no more than an exchange of information.

19. **Date of next meeting**
The next meeting of the Council shall be **Tuesday 8th January 2013.**