

**Minutes of the Annual meeting of Okehampton Town Council held on  
Wednesday 17<sup>th</sup> May 2023 at 3.10pm in the Council Chamber, Town Hall, Okehampton**

**Members Present:** Councillor L Bird  
Councillor R Colman  
Councillor A Fisher  
Councillor C Holt  
Councillor M Ireland  
Councillor T Leech  
Councillor B Tolley  
Councillor S Weekes  
Councillor A Wood  
Councillor J Yelland

**In Attendance:** Mrs E James (Town Clerk)  
Members of Town Council Staff  
Mr B Jones, Mace Bearer  
Mr D Piper, Mace Bearer  
Cllr Mott, Mayor, West Devon Borough Council  
Cllr Bailey, Mayor, Launceston Town Council  
Approx 30 members of the public

The meeting was livestreamed through the Council Facebook page.

**Action**

1. **Election of Town Mayor** – On the proposition of Cllr Bird, seconded Cllr Tolley, it was **RESOLVED** to elect Cllr Fisher to serve as Town Mayor.  
  
The outgoing Mayor, Cllr Tolley, and Cllr Fisher left the meeting to exchange the Robes and Chains during which Cllr Yelland talked about the Council and explained the roles of the Council Committees.  
  
On his return Cllr Fisher read out and signed the Declaration of Acceptance of Office as Town Mayor.
2. **Election of Deputy Town Mayor** - On the proposition of Cllr Holt, seconded Cllr Wood, it was **RESOLVED** to elect Cllr Marsh to serve as Deputy Town Mayor and that she sign the Declaration of Acceptance of Office at the earliest opportunity.
3. **Apologies for Absence** – Apologies tendered by Cllr Marsh (personal) were noted.
4. **Declarations of Interest** – None.
5. **Mayor’s Expenses** – On the proposition of Cllr Ireland, seconded Cllr Holt it was **RESOLVED** to endorse a budget of £2,500 to defray the expenses attached to the office of Mayor in pursuance of Section 15 (5) of the Local Government Act 1972.
6. **General Power of Competence** – It was confirmed that the Council met the eligibility criteria. On the proposition of Cllr Tolley, seconded Cllr Yelland it was **RESOLVED** to readopt the General Power of Competence.
7. **Committees of the Council** – On the proposition of Cllr Tolley, seconded Cllr Yelland it was **RESOLVED** to appoint Councillors to each of the following committees, for the ensuing year, in accordance with the schedule attached to the minutes, their Chairmen and Vice-Chairmen as follows:

Parks	Chairman Vice-Chairman	Cllr Holt Cllr Marsh
Planning	Chairman Vice-Chairman	Cllr Leech Cllr Ireland
Policy and Resources	Chairman Vice-Chairman	Cllr Yelland Cllr Tolley
Property	Chairman Vice-Chairman	Cllr Wood Cllr Leech

8. **Working Groups** – On the proposition of Cllr Ireland, seconded Cllr Holt it was **RESOLVED** to appoint Cllrs to the Working Groups for the ensuing year, as set out in the schedule attached to the minutes.
9. **Representatives to External Bodies** – On the proposition of Cllr Leech, seconded Cllr Ireland, it was **RESOLVED** to appoint Cllrs as representatives of the Town Council to other bodies in accordance with the schedule attached to the minutes.
10. **Charity Trustees** – On the proposition of Cllr Tolley, seconded Cllr Yelland, it was **RESOLVED** to appoint Cllrs as Trustees to Charities, including Simmons Park Charity, in accordance with the schedule attached to the minutes.
11. **Financial Checks** – On the proposition of Cllr Yelland, seconded Cllr Bird, it was **RESOLVED** to appoint Cllr Wood to undertake monthly Council financial checks including bank reconciliations and BACS payments, and to report to the Policy & Resources Committee.
12. **Asset Audit** - On the proposition of Cllr Ireland, seconded Cllr Bird, it was **RESOLVED** that Cllr Wood undertake an audit of elements of the assets held by the Council including the regalia.
13. **2023/24 Meeting Schedule** – The schedule of meetings and events for the forthcoming Mayoral Year previously approved by the Council was noted.

The Town Mayor thanked everyone for attending and declared the meeting closed.

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**Councillor Fisher**  
**Mayor**

**Okehampton Town Council**  
**Committee Membership 2023/24**

**Parks Committee**

Cllr C Holt	Chairman
Cllr C Marsh	Vice Chairman
Cllr M Ireland	
Cllr B Tolley	
Cllr S Weekes	
Cllr A Fisher	Mayor
Cllr T Leech	Chairman – Planning Committee
Cllr A Wood	Chairman – Property Committee
Cllr J Yelland	Chairman – Policy & Resources Committee

**Planning Committee**

Cllr T Leech	Chairman
Cllr M Ireland	Vice Chairman
Cllr L Bird	
Cllr R Colman	
Cllr A Fisher	
Cllr C Holt	Chairman – Parks Committee
Cllr A Wood	Chairman - Property Committee
Cllr J Yelland	Chairman – Policy & Resources Committee

**Policy and Resources Committee**

Cllr J Yelland	Chairman
Cllr B Tolley	Vice Chairman
Cllr L Bird	
Cllr C Marsh	
Cllr S Weekes	
Cllr A Wood	
Cllr A Fisher	Mayor
Cllr C Holt	Chairman – Parks Committee
Cllr T Leech	Chairman – Planning Committee

**Personnel Sub-Committee**

(Reports to P&R)  
Cllr A Fisher  
Cllr C Holt  
Cllr T Leech  
Cllr A Wood  
Cllr J Yelland

**Property Committee**

Cllr A Wood	Chairman
Cllr T Leech	Vice Chairman
Cllr R Colman	
Cllr C Holt	
Cllr A Fisher	
Cllr J Yelland	

**Emergency Committee**

Cllr A Fisher  
Cllr C Holt  
Cllr T Leech  
Cllr A Wood  
Cllr J Yelland

Blue text depicts Cllrs on a Committee in their capacity as Mayor or Chairman of another Committee.

**Okehampton Town Council**  
**Representatives on External Bodies 2023/24**

<b>Citizens Advice</b>	P&R Committee (1)	Cllr J Yelland
<b>Dartmoor National Park Forum</b>	Parks Committee (1)	Cllr C Marsh
<b>Dartmoor Railway Association</b>	Planning Committee (1)	Cllr M Ireland
<b>DALC (Larger councils Sub-Committee)</b>	P&R Committee (2)	Chair, P&R Committee Town Clerk
<b>Devon Climate Emergency Group</b>	Property Committee (1)	Cllr A Wood
<b>Everything Okehampton</b>	Parks Committee (1)	Cllr C Marsh
<b>Fairtrade</b>	P&R Committee (1)	Cllr A Wood
<b>Museum of Dartmoor Life (Council-nominated trustee)</b>	Property Committee (1)	Cllr L Bird
<b>North Dartmoor Search &amp; Rescue Team</b>	Property Committee (1)	Cllr R Colman
<b>Ockment Centre</b>	Planning Committee (1)	Cllr T Leech
<b>Okehampton Carnival Committee</b>	Property Committee (1)	Cllr A Fisher
<b>Okehampton Community Recreation Association (OCRA) [Council-nominated trustee]</b>	Parks Committee (1)	Cllr B Tolley (Exp. 2024)
<b>Okehampton &amp; District Community Transport Group</b>	Parks Committee (1)	Cllr T Leech
<b>Okehampton &amp; Area Health &amp; Wellbeing Alliance (CVS)</b>	Planning Committee (1)	Cllr R Colman Cllr A Wood
<b>OkeRail Forum</b>	Planning Committee (2)	Cllr M Ireland Cllr J Yelland
<b>Parklands Leisure Centre Users Group</b>	Parks Committee (2)	Cllr B Tolley Cllr C Marsh
<b>Police Council Advocate Scheme, Northern Links and Okehampton Matters</b>	P&R Committee (1)	Cllr J Yelland
<b>Rural Market Town Group</b>	Full Council (2)	Cllr R Colman Cllr T Leech
<b>The Beacon Path Sticklepath to Okehampton</b>	Planning Committee (1)	Cllr L Bird
<b>Twinning Association</b>	P&R Committee (1)	Cllr A Wood
<b>Okehampton Ukraine Support Group</b>	P&R Committee (1)	Cllr A Wood

**Okehampton Town Council**  
**Representatives on Local Charities 2023/24**

**CHARITY TRUSTEES**

<b>Okehampton United Charity</b>	Ex Officio	Cllr A Fisher (Mayor) Cllr B Tolley (Retiring Mayor)
	OTC Nominated	Mr A Fisher 19/10/25 ?? Cllr Dr M Ireland 10/19-28/10/23
<b>Simmons Homes Charity</b>	Ex Officio	Cllr A Fisher (Mayor) Revd S Cook
	OTC Nominated	Mr B Matravers 10/25 Cllr C Marsh 13/5/24 Rev M Davies 05/24 Mr D Drew 30/10/2026 Mrs J Goffey 05/24
<b>Simmons Park Charity (minimum 7 Trustees)</b>		Cllr R Colman
		Cllr A Fisher Cllr C Holt Cllr T Leech Cllr C Marsh Cllr B Tolley Cllr A Wood Cllr J Yelland

**WORKING GROUPS or TASK & FINISH GROUPS REPORTING TO THE COUNCIL  
2023/24**

**Policy & Resources Committee**

Investment (WG)	Cllr C Marsh Cllr B Tolley Cllr J Yelland Clerk/Ass. Clerk
Okehampton Celebrates (T&F)	Clerk Admin Officer
80 <sup>th</sup> Celebration of D-Day (2024) (T&F)	Cllr L Bird Cllr R Colman Cllr C Marsh Cllr S Weekes Park-Keeper Clerk/Admin Officer

## **Okehampton & Hamlets Neighbourhood Plan Group**

Registered through Okehampton Town Council, but this is a community group working with both Town and Hamlets councils.

Chair	Alison Duckers (Community Member)
OTC participants	Cllr R Colman Cllr S Weekes Cllr A Wood (Cllr Wood nominated Councillor for expenditure)

### **Full Council**

Climate Change (WG)	Cllr T Leech Cllr S Weekes Cllr A Wood Ass. Clerk
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Charter Hall Roof Replacement (WG)	Cllr R Colman Cllr T Leech Cllr A Wood Clerk
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Neighbourhood Plan Review (T&F) (internal review of the plan)	Cllr A Fisher Cllr B Tolley Clerk
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### **Parks Committee**

Cemetery Management (WG)	Cllr A Fisher Cllr C Marsh Cllr B Tolley Cllr S Weekes Clerk/Admin Officer
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Putting Green Improvements (T&F)	Cllr L Bird Cllr C Marsh Cllr S Weekes Park-Keeper Admin Officer
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