



Okehampton Town Council



Okehampton Town Council
Town Hall
Fore Street
Okehampton EX20 1AA

01837 53179

www.okehampton.gov.uk

[facebook.com/okehamptontowncouncil](https://www.facebook.com/okehamptontowncouncil)

Instagram – [@okehamptontc](https://www.instagram.com/okehamptontc)

NEWSLETTER – NOVEMBER 2024

Sign up to receive the newsletters electronically by visiting the Council's [website](#)

Instagram - Okehampton Town Council has joined Instagram – follow us at [@okehamptontc](https://www.instagram.com/okehamptontc)

Remembrance Parade and Service

At 11am on Sunday 10th November an act of Remembrance is being held alongside the Memorial at All Saints Church followed by an indoor service. There will be a procession from Fore Street to the Church, followed by a return march to the town centre. In order to facilitate this, there will be a rolling road closure in place for a short period of time.



FINANCE OFFICER

Okehampton Town Council are looking to recruit a Finance Officer, to start as soon as possible.

- ✓ Hours - 22.5 p/week. Monday to Wednesday 9am to 5pm (or as agreed by the Town Clerk but must include Mondays). Occasional evening and weekend work may be required.
- ✓ Salary - NJC Pay scale: SCP9 £25,119, rising to SCP10 £25,545 following successful completion of the probationary period. Figures are based on 37 hrs per week and will be paid pro-rata. (Pay increase pending)
- ✓ Pension - LGPS pension scheme

This is an office-based role in a busy environment. You will need to have demonstrable financial management experience, including the processing of VAT returns, working knowledge of Rialtas Omega financial, or similar, software and the processing of salaries and pensions.

Ideally you will have knowledge of local council procedures and regulations, and you must be prepared to undertake training, including achievement of the Financial Introduction to Local Council Administration (FILCA) qualification.

Enhanced DBS checks will be undertaken in accordance with requirements for the running of Okehampton Youth Council.

Interviews are anticipated to be held on either 2nd or 3rd December.

Closing date 5pm on 22nd November 2024

The application form and further information can be download from www.okehampton.gov.uk or obtained from the office. A word version of the application form can be provided on request

For an informal chat about the post please contact Emma James, Town Clerk, Town Hall, Fore Street, Okehampton, EX20 1AA 01837 53179
Townclerk@okehampton.gov.uk
www.okehampton.gov.uk

Council Update

The current Assistant Clerk whose role incorporates that of the Finance Officer, is leaving the Council in early November and moving to another local council as their Clerk.

Mrs Ellis who has been employed by the Town Council since 2018 will be missed and is thanked for her hard work and diligence over the last 6 years.

Okehampton Town Council is now seeking to recruit a Finance Officer, Mrs Horn having been offered and accepted the additional responsibilities of the Assistant Clerk's role.

The closing date for applications is 22nd November 2024.

Okehampton Youth Council

Youth Councillors spent a day at the Town Hall during half-term and agreed on a Logo for the group, the design having been kindly produced free of charge by Guy Cracknell Graphic Design Ltd.

They also worked on their social media presence and can now be found on [Facebook](#) and [Instagram](#) – please take a look at follow them. A page will also be provided on the Town Council website in due course.



Hosting of a first aid course for young people in February half term is being considered – watch this space.

For information about how to become a Youth Councillor email youthcouncil@okehampton.gov.uk or call into the Town Council office in the Town Hall.



EDWARDIAN EVENING

Okehampton

Thursday
5th December
18:00 – 21:00

- 35 Gift & Food Stalls
- Bubble Show
- Live Music
- Late Night Shopping
- Rides

Sponsored by:



Light Switch on 18:00
Followed by Mayors
Carol Service

Miss Ivy Events



The Mayors Carol Service

will be incorporated into Edwardian Evening, following on from the switch on of the Christmas lights at 6pm outside of St James' Church.

Christmas Parking in Simmons Park

Will be free Monday to Friday from 12noon, all day Saturdays and Bank Holidays from Monday 2nd December until 1st January 2025 (inclusive).



Town Centre Business Grant Initiative - At the beginning of the financial year, the council put aside unspent funds amounting to £2,896 from the 2023/24 Grant budget to be used this year for a pilot scheme – a Town Centre Business Grant Initiative. This grant will enable businesses to apply for funding to spruce up their shop fronts which will improve the overall look of the town centre.

WDBC have added to this grant pot by providing double the funds, increasing the amount available within the budget to £8,688.

This funding has to be spent within the next few months, so businesses are encouraged to apply for funding as soon as possible. Please see the council website for information.



Okehampton Town Council

Notice of Co-option of Councillor

The Returning Officer at the office of West Devon Borough Council has confirmed that the Council can now fill the casual vacancy for the North Ward by co-option.

NOTICE is hereby given that pursuant to Rule 8 of the Local Elections (Parishes and Communities) Rule 1986 the council will fill the casual vacancy by co-option.

The council may co-opt any person who is legally qualified to hold such office, and who is willing to serve provided they meet the criteria as set out in the Local Government Act 1972 and are not for any reason disqualified – please contact the Town Clerk for further details.

Provided the person also satisfies at least ONE of the following they may apply:

- They are registered as a local government elector for the parish
- They have during the whole of the preceding twelve months occupied as owner or tenant, any land or premises in the parish
- Their principal or only place of work during the preceding twelve months has been in the parish
- They have during the whole of the preceding twelve months resided in the parish or within 4.8 km of it

They must also be 18 years or older on the day they become nominated for election.

Applicants are to contact the Town Council, details below, for information and the application form which can be downloaded from the website.

The casual vacancy will be filled by co-option at a meeting of the Council at 7pm on Monday 16th December 2024.

Closing date for applications is 12noon Friday 6th December 2024.

Emma James
Town Clerk
15th October 2024

01837 53179

townclerk@okehampton.gov.uk

Coming up in November

- **Mondays** - Mental Health Drop-in Sessions, Charter Hall 10am-1pm
 - **Tuesdays** - Wren Choir, Charter Hall
 - **Mondays and Wednesdays** – Clubbercise, 6pm-8pm Charter Hall
 - **Thursdays** - Ballroom and Latin American Dancing, Charter Hall
- 2nd Okehampton Community Christmas Fundraiser Coffee Morning, Charter Hall
Mayor's Quiz night, Charter Hall
- 5th Friendly Circle, Charter Hall
- 6th Community Wellbeing Fair
- 9th Rotary Coffee Morning, Charter Hall
- 10th Remembrance Parade and Service
- 16th Inner Wheel Coffee Morning, Charter Hall
- 17th Tapathon, Charter Hall
- 19th Councillor Surgery, Town Hall, 10am-12noon
- 23rd Mayor's Charity Coffee Morning, Charter Hall
- 30th Hearts and Hedgehogs Coffee Morning, Charter Hall
Abba Tribute Band, Charter Hall

Town Council Meeting Dates

Members of the public are welcome to attend council meetings and have the opportunity to address the council. Alternatively, meetings are livestreamed through the council Facebook page where they are available to view.

November

- 4th Property and Policy & Resources Committees
18th Planning Meeting
25th Full Council

December

- 2nd Policy & Resources, Property and Parks Committee Budget Meetings
9th Parks Committee
16th Full Council

Meeting dates for 2024/25 can be found on the [website](#). Some Planning Committee Meetings have been scheduled; others will be convened as needed.

Council meetings normally start at 7pm in the Council Chamber, Town Hall, Fore Street.

Occasionally meetings are subject to change, details can be found on the [website](#) or noticeboard in the Victorian Arcade.

Council Office Opening Hours

Due to the staff vacancy and holidays, office opening hours may vary throughout the coming weeks. If you have a particular need to visit, please consider ringing (01837 53179) to make an appointment.

Council Employees

From 11th November Council employees will be:

Mrs Emma James, Town Clerk & RFO
townclerk@okehampton.gov.uk

Mrs Abi Horn, Assistant Clerk
admin@okehampton.gov.uk

VACANCY, Finance Officer –
accounts@okehampton.gov.uk

Mr James McGahey, Park-Keeper
parks@okehampton.gov.uk

Mr Neil Cleave - Groundsman

Mr Jacob Peek - Apprentice

Mr Jonathan Dean - Senior Caretaker

Mr Paul Tucker - Caretaker

Christmas and New Year Opening Hours

The Office in the Town Hall will close at 12noon on Friday 20th December and reopen on Thursday 2nd January 2025. During that time emails and messages will be monitored for any urgent matters.

Your Councillors

Cllr Allenton Fisher (Town Mayor)
Cllr Richard Colman (Deputy Mayor)

Cllr Laura Bird	Cllr Christine Marsh
Cllr Terry Cummings	Cllr Mark Richards
Cllr Frankee Hart	VACANCY
Cllr Carole Holt	Cllr Bob Tolley
Cllr Dr Michael Ireland	Cllr Simon Weekes
Cllr Tony Leech	Cllr Julie Yelland