



Okehampton Town Council

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Emma James  
Town Clerk

8<sup>th</sup> November 2024

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 25<sup>th</sup> November 2024 at 7pm in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

*E James*

Emma James  
Town Clerk

## **AGENDA**

**This meeting will be livestreamed through the Council's Facebook page. Persons attending will be captured on film except when seated in the public seating area, with the exclusion of the first row. Any speech may be picked up and broadcast.**

**A fire alarm drill is not planned. In the event that the alarm sounds, please make your way out of the building using either staircase and make your way to the meeting point in Red Lion Yard where you are asked to await further instructions.**

**Urgent items - items for information only can be brought to the attention of the Council at the discretion of the Chairman at the end of the meeting. No decision can be taken on items not detailed on the published agenda.**

**Please ensure mobile phones are turned off or to silent.**

### **Business to be Transacted**

1. **Apologies for Absence** - To receive apologies for absence
2. **Declarations of Interest** - To receive disclosures of interests from Councillors on matters to be considered at the Meeting. The disclosure shall include the nature of the interest. If a Member becomes aware, during the course of the Meeting, of an interest that has not been disclosed they must do so immediately.

Councillors are reminded to ensure their Register of Interests form is up to date.

3. **Public Participation** – To receive questions or comments from members of the public. (Please note that decisions cannot be made on items not detailed on the agenda.)

4. **Members' Questions** - To receive questions from Members regarding the workings of the Council
5. **West Devon Borough Council** - To receive the report of the West Devon Borough Councillors, if present
6. **Devon County Council** - To receive the report of the Devon County Councillor, if present
7. **Questions Arising from Member reports** – Questions arising from WDBC and DCC reports in relation to items as presented to the meeting to be summarised and recorded by the Clerk for forwarding to the relevant persons.
8. **Adoption of Minutes of Committees and to Receive Questions from Members Thereon** –
  - 8.1 To adopt the minutes of the **Policy & Resources Committee** meetings held [16<sup>th</sup>](#) and [23<sup>rd</sup> September](#) 2024, and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
9. **Full Council Meeting Minutes** - To receive, sign and approve the minutes of the Town Council meeting held on [28<sup>th</sup> October 2024](#).
10. **Meetings, Projects and Consultations**
  - 10.1 **Community Governance Boundary Review** – To consider any updates available
  - 10.2 **Government Consultation** [Enabling remote attendance and proxy voting at local authority meetings - GOV.UK](#) - To consider a response to the consultation which closes on 19<sup>th</sup> December 2024
  - 10.3 **Okehampton Hospital** – To consider correspondence received from Cllr Goffey and resolve to write a letter of support
  - 10.4 **NHS Service Consultation** – To consider responding to a consultation '[Helping to build a heath service fit for the future](#)' which closes on 2<sup>nd</sup> December 2024.
  - 10.5 **Devon Nature Towns and Cities Fund** – To consider an update from Cllr Marsh
  - 10.6 **Pulse Smart Hub** – To consider any updates including potential locations and response to questions submitted
11. **Payments** - To resolve payment of invoices in accordance with the schedule
12. **Policies and Documents** - To resolve to approve the Freedom of Information Publication Scheme recommended by the Policy & Resources Committee, previously circulated.
13. **Council Insurance** – To consider the implications of the recent Building Reinstatement Cost Assessment and resolve to amend the insurance policy accordingly.
14. **Beating the Bounds** – To note that Okehampton Hamlets Parish Council will be Beating the Bounds on Wednesday 20 August 2025.
15. **Events** – To note the following events:
  - 15.1 **Edwardian Evening and Mayors Carols** – Thursday 5<sup>th</sup> December 2024
  - 15.2 **Council Christmas Informal Social Event** – Wednesday 11<sup>th</sup> December 2024, Councillors to 'bring a plate'.
16. **Christmas and New Year Office Opening Hours** – To note that the Council Office will be closed from 12noon Friday 20<sup>th</sup> December 2024 reopening on Thursday 2<sup>nd</sup> January 2025.
17. **Civic Diary Report** – To note events attended by the Mayor.
18. **Reports of Council Working/Task & Finish Groups** – To note reports from Members:
  - 18.1 **Climate Change** – Cllrs Leech and Weekes

19. **Reports on Current Activities by Community Groups with Town Council Representation**  
19.1 **Neighbourhood Plan Group** – Cllrs Colman and Weekes
20. **Members' Reports and Items for Agendas** - To receive reports from Members  
20.1 **DCC Regeneration Board** – Cllr Tolley  
20.2 **Business Improvement District** – Cllr Tolley  
20.3 **Okehampton Hospital** – Cllr Richards  
20.4 **Rural Market Town Group** – Cllrs Colman and Leech  
20.5 **Transition Town Okehampton** – Cllr Cummings

**PART TWO – CONFIDENTIAL ITEMS**

21. **The Committee is recommended to pass the following resolution:**  
**'Resolved that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items which are CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council.'**
22. **Fire Door Survey** – To resolve to ratify a recommendation of the Property Committee to accept a quotation for Phase 1 of fire door rectification work. Note, updated quotation includes cost for a door that was missed from the proposal.
23. **Civic Regalia** – To consider recommendations of the Policy & Resources Committee and quotations for the purchase of a Mayoral Chain and new ribbon for the Deputy Mayors pendant.
24. **Staffing Matters** - To consider a request from the Clerk