



Okehampton Town Council

Town Hall  
Fore Street  
Okehampton  
Devon  
EX20 1AA

01837 53179  
[townclerk@okehampton.gov.uk](mailto:townclerk@okehampton.gov.uk)

Emma James

22<sup>nd</sup> April 2025

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 28<sup>th</sup> April 2025 at 7pm (or at the arising of the Planning Committee meeting, whichever later) 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. **Full Council Meeting Minutes** - To receive, sign and approve the minutes of the Town Council meeting held on 31<sup>st</sup> March 2025.
9. **English Devolution White Paper** – To note WDBC have agreed to a meeting to review assets and services, but DCC are not willing to meet or discuss these matters with individual councils and are communicating through DALC.
10. **Projects and Consultations**
  - 10.1 **Community Governance Boundary Review** – To note that the asset list is awaited from Okehampton Hamlets Parish Council
  - 10.2 **Okehampton Castle** – To consider correspondence from English Heritage, an informal meeting with Okehampton Hamlets Parish Council is taking place at 10am on 7<sup>th</sup> May and the petition was forwarded to OHPC at their request.
11. **Finance and Governance** –
  - 11.1 **Payments** - To resolve to approve the schedule of payments
  - 11.2 **Mayor's Charity** – To resolve to approve the amount to be donated to the Mayor's Charity from fundraising throughout the Mayoral year.
  - 11.3 **End of Year Bank Reconciliation/Balance Sheet** – To consider and approve the bank reconciliation/balance sheet for the year ended 31<sup>st</sup> March 2025.
  - 11.4 **Rollover of funds from 2024/25 to 2025/26 Budget and Virements** – To resolve to approve the rollover of funds in accordance with the report and as considered within the budget setting process for 2025/26 and Rollovers
  - 11.5 **Meeting Apologies** – To consider adopting the draft protocol in relation to the tendering and acceptance of apologies from Councillors, to be included within the Civic/Council Protocol document.
12. **Civic Diary Report** – To note events attended by the Mayor.
13. **Reports of Council Working/Task & Finish Groups** – To note reports from Members:
  - 16.1 **Climate Change** – Cllrs Leech and Weekes
14. **Members' Reports and Items for Agendas** - To receive reports from Members
  - 14.1 **DCC Regeneration Board** – Cllr Tolley
  - 14.2 **Business Improvement District** – Cllr Tolley
  - 14.3 **Okehampton Hospital** – Cllr Colman
  - 14.4 **Rural Market Town Group** – Cllr Leech
  - 14.5 **Transition Town Okehampton** – Cllr Cummings

## **PART TWO – CONFIDENTIAL ITEMS**

15. **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.'

16. **Office Refurbishment** – To consider a quotations for replacement of the kitchen unit in the Market Street Office
17. **BMX/Pump Track Tender** – To consider tender returns and resolve to award the contract