



Okehampton Town Council

Town Hall
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Devon
EX20 1AA

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Emma James
Town Clerk & RFO

27th May 2025

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 2nd June 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

6.55pm - Welcome by the Mayor and prayers by the Mayor Chaplain

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 17th and 31st March 2025, and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
 - 8.2 To adopt the minutes of the **Parks Committee** meeting held 10th March 2025, 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 meetings held on 28th April and 14th May 2025.
10. **Projects and Consultations**
 - 10.1 **English Devolution White Paper** – To note that a meeting with WDBC to review assets and services has been arranged for 15th July 2025.
 - 10.2 **Community Governance Boundary Review** – To note a further joint meeting is taking place on 18th June and to consider correspondence received.
 - 10.3 **Okehampton Castle** – To consider feedback from a meeting with Okehampton Hamlets Parish Council on 7th May and resolve to agree actions including the holding of a joint meeting of both councils on 4th June and a public meeting on 10th July at 7pm and consider the creation of a working group, if required.
 - 10.4 **Neighbourhood Plan** – Okehampton Hamlets Parish Council have agreed that land due to transfer to the town council in 2027 can be included within the remit of a new Neighbourhood Plan. To consider progressing with the creation of a Neighbourhood Plan and actions arising from any decision
 - 10.5 **Pulse Smart Hubs** – To consider correspondence from the planning pre application and resolve a response
 - 10.6 **Council Action Plan** – To note the summary of projects/initiatives submitted by Councillors and consider actions arising including the possibility of review by committees as part of the annual budgeting workshops
 - 10.7 **Emergency Plan** – To consider arrangements for a review of the Emergency Plan
 - 10.8 **Allotments** – Consideration of correspondence received from Okehampton United Charities requesting that the Council assumes responsibility for the day-to-day management of three allotment sites in Okehampton (Fatherford Road, Castle Road and North Street), and a recommendation from the Parks Committee that a working group consider the implications.
 - 10.9 **Okehampton Conservation Area, Appraisal and Management Plan** – To note that WDBC are creating a plan. To resolve to nominate a Councillor to work with the Clerk and WDBC on this project
11. **Finance and Governance** –
 - 11.1 **Payments** - To resolve to approve the schedule of payments
 - 11.2 **Budget Workshops** – To note that workshops will be held in the summer and early autumn prior to commencement of the budget setting process for 2026/27
 - 11.3 **Financial Checks** – To resolve the appointment of a Member to undertake monthly Council financial checks including bank reconciliations and BACS payments.
 - 11.4 **Asset Audit** - To resolve the appointment of a Member to undertake an audit of elements of the assets held by the Council including regalia, silverware and paintings.

- 11.5 Parks Committee Vice-Chairman** - To resolve to ratify the appointment of Cllr Marsh as Vice-Chairman of the Parks Committee.
- 11.6 Data Protection** – To note that data protection training is available for Councillors and that an information sheet has been circulated
- 11.7 Councillor Surgeries** – To consider if to continue with the monthly Town Hall surgeries and the potential format of any others
- 12. 2024/25 Year End Audits and Reports**
- 12.1 Internal Audit Certificate and Report** – To consider the 2024/25 year end certificate and report
- 12.2 AGAR Section 1 - Annual Governance Statement 2024/25** – To consider and resolve to approve the annual governance statement.
- 12.3 AGAR Section 2 - Accounting Statements 2024/25** – To consider and resolve to approve the accounting statements.
- 12.4 Electors' Rights** – To resolve to approve the dates for the exercise of Electors Rights those being Thursday 5th June to Wednesday 16th July 2025
- 13. Policies and Documents** - To resolve to approve the following policies as recommended by the Policy & Resources Committee, previously circulated:
- a) Asset and Service Transfer Policy
 - b) Body Worn CCTV Policy & Operational Procedural Guidance
 - c) Body Worn CCTV Privacy Impact Statement
 - d) Fire Safety Policy
 - e) Financial Regulations
 - f) Financial Risk Assessment & Management
 - g) Standing Orders
 - h) Treasury and Investment Policy
- 14. Facilities Officer** – To note that a Facilities Officer has been appointed, start date to be confirmed.
- 15. Civic**
- 15.1 Diary Report** – To note events attended by the Mayor.
- 15.2 Chain of Office** - The new Mayoral Chain of Office has been received and the original is being retired for use only at specified Town Council Civic events as previously agreed by the Council. To consider repair of damage to the historic chain and medallion
- 15.3 Mayoral Robe** – To consider replacement of the accessories (jabot and sleeves)
- 15.4 Mayor Choosing Feedback** – To review the event and consider arrangements for 2026
- 15.5 Council Meeting Seating and Sound** – To consider creation of a working group to investigate seating arrangements from 2027 when the number of Councillors will increase to 15 and a suitable system suitable for hybrid meeting use
- 15.6 Mace Bearers** – To consider appointment of a relief Mace Bearer
- 16. External Body Representatives** – To consider a request from the Hogs Wood Core Group for a Council representative to be appointed
- 17. Members' Reports and Items for Agendas** - To receive reports from Members
- 17.1 Okehampton United Charities/Simmons Homes** - Trustees