



Okehampton Town Council

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Emma James  
Town Clerk & RFO

17<sup>th</sup> June 2025

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 30<sup>th</sup> June 2025 at 7pm 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 **Property Committee** meeting held 3<sup>rd</sup> February 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 meeting held on 2<sup>nd</sup> June 2025.
10. **Projects and Consultations**
  - 10.1 **English Devolution White Paper** – To consider any information arising
  - 10.2 **Community Governance Boundary Review** – To consider any updates and actions arising
  - 10.3 **Okehampton Castle** – To consider any updates and actions arising
  - 10.4 **Neighbourhood Plan** – To consider information from WDBC in relation to the first steps required to create a new plan
  - 10.5 **Pulse Smart Hubs** – To consider any updates and actions arising
  - 10.6 **Allotments** – To consider recommendations from the working group
  - 10.7 **Traffic study** – To consider a traffic study report provided by a member of the public
  - 10.8 **Sound Systems** – To note that an Owl system is being lent to the council to try at the Parks Committee meeting on 14<sup>th</sup> July.
  - 10.9 **Community Engagement** – To consider systems of communication with residents
  - 10.10 **Okehampton Cluster Group** – To consider in principle the creation of a cluster group of councils local to Okehampton in order to facilitate the sharing of information, ideas and assistance where possible to other local councils
11. **Finance and Governance** –
  - 11.1 **Payments** - To resolve to approve the schedule of payments
  - 11.2 **Virement** – To resolve to approve the virement of £1,197 from general reserves to the Wildlife Interpretation Board nominal code, this being the funds remaining at the end of the 2024/25 financial year and grant funding received for the project
12. **Correspondence** – To consider a request by a member of the public in relation to a Pride Event in Okehampton including a request to fly the Pride Flag from the Town Hall
13. **Okehampton Charters** – As requested by a member of the public, to consider purchasing copies of the following Charters from the Devon Registration Office at approximately £20 each, or if to request the return of the items to the Town Council and storage/display arrangements if returned:
  - Charter of Ribert de Courtneay, 1218-1219
  - Charter of Hugh de Courtenay, 1291
  - Charter of James I, 1623
  - Charter of Charles II, 1684

14. **Police Advocate** – To resolve that the Clerk represent the Council as necessary and as there were no councillors who wanted to accept this role at the Annual Meeting in May.
15. **Civic**  
15.1 **Diary Report** – To note events attended by the Mayor.  
15.2 **Civic Service** – To note that the event is confirmed as taking place at All Saints Church on 12<sup>th</sup> October 2025 and that the road closure application has been submitted.

**PART TWO – CONFIDENTIAL ITEMS**

16. **Items which may be taken in the absence of the press and public. 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 as they involve the likely disclosure of sensitive and confidential information.’**
17. **Internal Auditor Appointment** – To consider quotations, including longer-term agreements, for internal audit services for 2025/26 and resolve to appoint an internal auditor.
18. **Civic Regalia** – To consider quotations for the repair of the Mayors pendant and resolve to submit an insurance claim to recover the costs, the excess being £100.
19. **Fire Alarm Monitoring** – To consider a proposal and quotation from Chubb for the active monitoring of the alarm system in the Town Hall and adjoining council premises