



Okehampton Town Council

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Devon
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Emma James
Town Clerk & RFO

8th September 2025

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 15th September 2025 at 7pm in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

E James

Emma James
Town Clerk

6.55pm - Welcome and prayers by the Mayor's 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.

Councillors are reminded that to avoid the risk of being seen as predetermined or biased, they should consider all debate prior to deciding on how to vote on items of business.

Urgent 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**
 - 9.1 To adopt the minutes of the **Policy & Resources Committee** meetings held 21st July and 18th August 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 July and 18th August 2025.
10. **Projects and Consultations**
 - 10.1 **English Devolution White Paper/Local Government Reorganisation** – To consider any updates or information received and to note that the meeting with WDBC to investigate potential transfer of assets and services has been rescheduled to 2nd December 2025.
 - 10.2 **Community Governance Boundary Review** – To consider any updates or information received including from Okehampton Hamlets Parish Council in relation to assets.
 - 10.3 **Okehampton Neighbourhood Plan** - To consider recommendations from Cllrs Colman, Cummings and Richards in relation to the area to be included in the Neighbourhood Plan and accompanying statement to be submitted to WDBC
 - 10.4 **Pulse Smart Hubs** – To note that planning consent for hubs has been submitted
 - 10.5 **Local Cycling and Walking Infrastructure Plan (LCWIP)** – To consider a response to the proposals
 - 10.6 **North Devon Health Initiative** – To note the [survey](#) which can be completed by councillors as individuals
11. **Letters of Recognition** – To consider a proposal from the Mayor in accordance with the circulated report
12. **Finance and Governance** –
 - 12.1 **Payments** - To resolve payment of invoices in accordance with the schedule
 - 12.2 **2024/25 External Audit** - To note the Auditors Report and Certificate which does not raise any concerns or actions
 - 12.3 **Notice of Conclusion of Audit** - To resolve that the notice, published on 5th August 2025, remain in situ until 30th September 2025.
13. **Policies and Documents** - To resolve to approve the following documents as recommended by the Policy & Resources Committee:
 - a) Asset Register and Disposal Policy
 - b) Co-Option Policy
 - c) Company Mobile Phone Policy (new policy)
 - d) Discretions Policy (Pensions)
 - e) Employee Handbook (new document)

- f) Financial Regulations (addition of second debit card holder)
- g) Financial Risk Assessment and Management Policy (addition of second debit card holder)
- h) Grant Policy
- i) Town Centre Business Grant Initiative Policy
- j) Waste Management & Recycling Policy

14. Okehampton Foundation – To note that Okehampton United Charities is now the operating name of Okehampton Foundation, a charitable incorporated organisation and registered charity in England and Wales (charity number 1210636).

15. Civic

15.1 Mayor's Diary Report – To note events attended by the Mayor.

15.2 Annual Council Meeting and Mayor Choosing May 2026 – To consider recommendations and agree arrangements for May 2026

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. Lease and Agreements – To consider information relating to a lease, associated agreements and the potential financial impact on the council.