



Okehampton Town Council

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Devon
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Emma James
Town Clerk & RFO

8th December 2025

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 15th December 2025 at 7pm (or at the arising of a previous 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'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 to the meeting point in Red Lion Yard and 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 - items for information only can be brought to the attention of the Committee 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 reports from the WDBC Councillors, if present
6. **Devon County Council** – To receive a report from the DCC 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 on 3rd November and 1st December 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 **Personnel Sub-Committee** meeting held on 30th June 2025, and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
 - 8.3 To adopt the minutes of the **Parks Committee** meeting held on 29th September 2025, and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
 - 8.4 To adopt the minutes of the **Planning Committee** meeting held on 20th October and 10th November 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 24th November 2025
10. **Projects and Consultations**
 - 10.1 **Local Government Reorganisation** - To consider submission of a request to WDBC for the acquisition of assets and any other action required
 - 10.2 **Community Governance Boundary Change** – To consider any further information received
 - 10.3 **Neighbourhood Plan** – To consider any further information received from WDBC
 - 10.4 **Lloyds Bank Closure** – To consider any updates
 - 10.5 **Pulse Hubs** – To note that the project has been withdrawn due to planning difficulties.
 - 10.6 **Library Consultation** – To note a [consultation](#) which closes on 22nd February 2026 and can be responded to by Councillors as individuals.
11. **Town Transport Services** – To consider reports from councillors, including from Cllr Ireland that the 317 bus route be modified to include stops at Waitrose and the Railway Station, and from Cllr Cummings
12. **Government Digital ID Scheme** – To consider a report from Cllr Colman
13. **Policies and Documents** – To resolve to approve the following policies and documents as recommended by the Policy & Resources Committee:
 - a) Asbestos Policy
 - b) Freedom of Information Publication Scheme
 - c) Privacy Notice
 - d) Reserves (Financial Policy)
 - e) Subject Access Request Policy
 - f) Youth Council – Code of Conduct
 - g) Youth Council – Constitution

- h) Youth Council – Data Protection
- i) Youth Council – Equal Opportunities
- j) Youth Council - Safeguarding

14. Finance and Governance

- 14.1 Payments** - To resolve payment of invoices in accordance with the schedule
- 14.2 Bank Accounts and Management** – To consider recommendations from the Policy & Resources Committee in relation to the opening and closing of bank accounts and financial management (papers to follow)
- 14.3 2026/27 Budget** – To consider the draft budget and precept requirement for final approval by the Council on 19th January 2026 (papers to follow)
- 14.4 Freedom of Information** – To note that an FOI request relating to the management of Simmons Park carpark was received and responded to within the statutory timescales in November.

15. Civic

- 15.1 Mayor's Diary Report** – To note events attended by the Mayor.
- 15.2 Civic Service** – To consider a report from Cllr Marsh about using St James' Chapel, also known as the Mayor's Chapel, for the Annual Civic Service

16. External Councillor Representatives

- 16.1 Carnival Committee** - To note that Cllr Fisher has resigned as representative to the Carnival Committee and to consider appointing a replacement Councillor
- 16.2 Police Advocate** - To consider a request from Cllr Fisher that he be nominated as the Police Advocate in place of the Town Clerk.

PART TWO – CONFIDENTIAL ITEMS

- 17. 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.'**
- 18. Simmons Park Charity (101388)** – To consider amendments to documentation relating to the Sole Trustee Status of Okehampton Town Council for signing by two Members of the Council and to approve the use of the Seal in accordance with Standing Orders.
- 19. Staffing Matters** – If required, to consider recommendations from the Policy & Resources Committee