



Okehampton Town Council

Town Hall
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Okehampton
Devon
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Emma James
Town Clerk & RFO

16th February 2026

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 23rd February 2026 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 Revd Claire Reynolds

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 **Parks Committee** meetings held on 17th November and 1st December 2025, and the Chairman to receive questions from Members regarding workings and decisions made at this Committee meeting.
 - 8.2 To adopt the minutes of the **Planning Committee** meetings held on 1st December 2025 and 12th January 2026, and the Chairman to receive questions from Members regarding 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 13th and 19th January 2026.
10. **Projects and Consultations**
 - 10.1 **Local Government Reorganisation**
 - a) To consider any updates or further information received
 - b) To consider correspondence from WDBC in relation to the potential acquisition of assets
 - c) To consider a response to the [Government Consultation](#) which closes on 26th March 2026
 - 10.2 **Community Governance Boundary Change** – To consider any updates or further information received
 - 10.3 **Neighbourhood Plan** – To consider feedback, if received, received from WDBC
 - 10.4 **Lloyds Bank Closure** – To consider any updates including correspondence from Sir Mel Stride MP
 - 10.5 **Allotments** – To consider an update in relation to the lease and other arrangements
 - 10.6 **Devon and Somerset Fire & Rescue Service** – To consider a response to the [Community Risk Management Consultation](#) which closes on 9th April 2026.
11. **Okehampton Castle** – To note that from 1st April 2026 the Castle will be open to the public for free entry Wednesdays to Sundays 10am to 4pm, and guided tours will be available to book between April and October.
12. **DCC Regeneration Board** – To receive a report from Cllr Tolley, the Council representative, following a meeting on 20th January and to consider nominating a Councillor to represent the Council on a sub-group investigating creation of a farmers' market within Okehampton.
13. **Devon Town Champion Programme** – To consider an invitation from Visit Devon for the nomination of an individual (Councillor or member of the public) to become an Okehampton Town Champion
14. **Wider Okehampton Cluster Group Meeting** – To receive an update from the meeting of 14th January and consider agreement of the Terms of Reference

15. **Okehampton College All Weather Pitch** – To consider correspondence from Okehampton Hockey Club requesting council support for resurfacing of the pitch
16. **Government Digital ID Scheme** – To consider a report from Cllr Colman
17. **Finance** - To resolve payment of invoices in accordance with the schedule
18. **Policies and Documents** – To resolve to approve the following policies and documents as recommended by the Policy & Resources Committee:
 - a) Councillor/Employee Protocol
 - b) Delegation Scheme
 - c) Dignity at Work Policy
 - d) Sexual Harassment Policy
 - e) Family Friendly Policy Pack (statutory policies only)
19. **Royal Garden Party Nomination** – No nominations have been submitted.
20. **External Body Councillor Representatives** - To consider nominating a Councillor to replace Cllr Hart as representative to the Okehampton Fairtrade Group
21. **Civic**
 - 21.1 **Mayor’s Diary Report** – To note events attended by the Mayor.
 - 21.2 **Commonwealth Day, 9th March 2026** - To note the event which takes place outside St James’ Chapel at 9.20am and to which Councillors are encouraged to attend
 - 21.3 **Annual Report for 2025/26** - To resolve to approve the format of the draft 2025/26 annual report as available to date
 - 21.4 **2026/27 Meeting Dates** – To resolve to approve the schedule of meetings for 2026/27

PART TWO – CONFIDENTIAL ITEMS

22. **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.’**
23. **Cemetery Extension** – On the recommendation of the Parks Committee, to consider acceptance of a quotation for work in relation to the project.
24. **Simmons Park, Path Repair Work** – If required by the Parks Committee, to consider recommendation for acceptance of a quotation
25. **Fire Audit, Kitchen and other Improvements** – On the recommendation of the Property Committee to resolve to approve acceptance of a quotation from Vesta Sol in the sum of £9,410 for fire improvement work to the Charter Hall and other locations as identified within the fire audit report.
26. **Insurance Quotations** – If received, to consider the quotation for renewal of insurance which expires on 31st March 2026