



Okehampton Town Council

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Devon
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Emma James
Town Clerk & RFO

16th March 2026

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 23rd March 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 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 & Resource Committee** meeting held on 12th January 2026, 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 **Personnel Sub-Committee** meeting held on 8th December 2025 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 meeting held on 23rd February 2026
10. **Co-option of Councillor** - To consider applications for co-option to the North Ward
11. **Projects and Consultations**
 - 11.1 **Local Government Reorganisation**
 - a) To consider any updates and actions arising
 - b) To note WDBC's Asset Policy, consider the impact on the council's request for the acquisition of assets and any actions arising
 - 11.2 **Community Governance Boundary Change** – To consider an update from the Clerk and, if received, Solicitors advice regarding the precepting arrangements.
 - 11.3 **Neighbourhood Plan** – To consider feedback received from WDBC and action taken
 - 11.4 **Lloyds Bank Closure** – To note correspondence from Sir Mel Stride MP
 - 11.5 **Allotments** – To consider an update in relation to the lease and other arrangements
12. **Local Organisation Requests**
 - 12.1 **Okehampton Carnival** – Cllr Colman, to consider a request from the Carnival Committee for the support of the council in raising awareness of the need for volunteers and the entering of floats
 - 12.2 **WREN** – Cllr Leech, to consider a request that the council supports WREN
13. **Finance**
 - 13.1 **Payments**
 - a) To resolve to approve the schedule of payments
 - b) Note payments made during the week of 9th March 2026 in respect of grants awarded, totalling £1,967.97
 - c) Note payments made during the week of 16th March 2026 including March salaries, total to be confirmed
 - 13.2 **Effectiveness of Internal Controls** – To consider a report from the Policy & Resources Committee following a review of the effectiveness of the Council's internal controls.
 - 13.3 **Asset Register** – To review and resolve to approve the asset register as of 31st March 2026 including additions and disposals

13.4 2026/27 Budget – To note that a figure of £5,000 had not been pickup by a formula and therefore the total anticipated expenditure figure excludes this amount

14. Policies and Documents - To resolve to approve the following policies and documents as recommended by the Policy & Resources Committee:

- a) Anti-Fraud and Corruption Policy (new)
- b) Financial Regulations.
- c) Financial Risk Assessment and Management Policy
- d) Internal Control Statement
- e) Play Area Policy (Parks Committee (new)
- f) Treasury and Investment Policy & Strategy
- g) Tree Statement (Planning Committee)
- h) Youth Council Health & Safety Policy

15. Cemetery – To note a matter arising from the Parks Committee in relation to the positioning of headstones following a recent inspection and action to be taken

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

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. Insurance Quotations

18.1 Quotation - To consider the quotation for renewal of insurance which expires on 31st March 2026

18.2 Declarations - Councillors are required to disclose, other than those that may previously have been reported, if any of the statements in the previously circulated meeting report relate to them by no later than 31st March 2026.

19. 2025/26 Mayor's Awards – To consider and agree nominations

20. Civic Regalia

20.1 Pendant Purchase - To consider a recommendation from the Policy & Resources and quotation for the purchase of a new pendant with a secure clip to be work with the new chain. The historic pendant to be retired with the historic chain and used only for specific events as previously specified by the council.

20.2 Chain Engraving – Following a resolution by the Policy & Resources Committee that the new chain be engraved with the names of past Mayors, to consider a quotation for the engraving

21. Simmons Park Charity – To note any updates including in relation to renewal of the management agreement