



Okehampton Town Council

Town Hall  
Fore Street  
Okehampton  
Devon  
EX20 1AA

01837 53179  
[townclerk@okehampton.gov.uk](mailto:townclerk@okehampton.gov.uk)

Emma James  
Town Clerk & RFO

20<sup>th</sup> April 2026

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 27<sup>th</sup> April 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 2<sup>nd</sup> March 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 2<sup>nd</sup> March 2026 and the Chairman to receive questions from Members regarding workings and decisions made at this Committee meeting.
  - 8.3 To adopt the minutes of the **Planning Committee** meetings held on 26<sup>th</sup> January and 16<sup>th</sup> February 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 meeting held on 23<sup>rd</sup> March 2026
10. **Projects and Consultations**
  - 10.1 **Local Government Reorganisation** – Following implementation of an Asset Policy by WDBC, to further consider submission of a request to WDBC for the acquisition of assets
  - 10.2 **Community Governance Boundary Change** – To note Solicitors advice regarding the precepting arrangements and consider any action required.
  - 10.3 **Neighbourhood Plan** – To note a response from Okehampton Hamlets Parish Council is awaited
  - 10.4 **Allotments** – To consider an update and recommendations from the working group in relation to the lease and other arrangements
  - 10.5 **Community Emergency Plan** – To consider progression of a plan following the presentation at the Annual Town Assembly
  - 10.6 **Cemetery Extension** – To note correspondence received confirming sale of land to the Council and that, as previously approved, inspections, surveys and work to obtain planning consent is being progressed.
  - 10.7 **Bus Parking** – To consider a proposal from Cllr Colman that the council considers options for bus parking within the town
11. **Finance**
  - 11.1 **Payments** - To resolve to approve the schedule of payments and the schedule of those made the week commencing 20<sup>th</sup> April 2026 which included April salaries
  - 11.2 **Mayor's Charity** – To resolve that income obtained from fundraising activities throughout the Mayoral year be donated to the Mayor's Charity at the end of the civic year leaving £100 in the account to cover banking charges. The account balance at 9<sup>th</sup> April 2026 being £1,203.30
  - 11.3 **Internal Audit** – To consider the report arising from the internal audit undertaken by IAC Audit and Consultancy Ltd on 7<sup>th</sup> April 2026, noting that the audit will be completed following the financial year end closedown in May.

**12. Policies and Documents**

**12.1** To resolve to approve the following policies and documents as recommended by the Policy & Resources Committee (previously circulated)

- a) Civic/Council Protocol
- b) Dealing with the Press/Media
- c) Document Retention Policy
- d) Fire Safety Policy
- e) Staff Handbook
- f) Standing Orders

**12.2 Committee Terms of Reference** – To resolve to approve the Terms of Reference for the 2026/27 Mayoral Year:

- a) Property Committee
- b) Parks Committee
- c) Planning Committee
- d) Policy & Resources (P&R) Committee
- e) Personnel Sub-Committee (reports to P&R)

**12.3 Working Group Terms of Reference** – To consider approval of the generic ToR covering all groups

**13. Wider Okehampton Cluster Group** – To receive feedback and consider proposals arising following a meeting on 15<sup>th</sup> April 2026

**13.1** To note that a Councillor/Clerk training/networking day is planned to be held on 15<sup>th</sup> July

**13.2** To consider supporting a proposal that WDBC share additional details about Code of Conduct Complaints made including those not upheld

**13.3** To consider supporting a joint letter to the DCC Director of Climate Change, Environment and Transport in relation to consultation and roadworks

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

**PART TWO – CONFIDENTIAL ITEMS**

**15.** 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.'

**16. 2025/26 Mayor's Awards** – To consider and agree nominations

**17. Simmons Park Riverbank Repairs** – To consider and resolve to approve the revised quotation to include additional work following the winter storms