

**Okehampton Town Council
Full Council Meeting 27th April 2026
Meeting Report**

Date:	16 th April 2026
Name:	Emma James

11. Projects and Consultations

11.1 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

Main points from WDBC's Policy, copy below:

- Leasehold only on 99 or 999 year lease
- Parks, open spaces, sports pitches only will be considered by WDBC
- Deadline for requests 8 May 2026
- Towns and Parishes will be required to pay WDBC's legal fees

Notes from an informal meeting of Councillors to discuss Assets along with a recommendation:

**Informal Meeting of Councilors to consider Asset Acquisition from WDBC in relation to the Local Government Review
Tuesday 7th April 2026**

Present: Cllr Fisher
Cllr Ireland
Cllr Leech
Cllr Marsh
Cllr McNeill
Cllr Ricketts
Cllr Yelland (Meeting Chairman)

WDBC has adopted an Asset Policy adopted since the decision by OTC to submit a request for the acquisition of some assets as listed

Note – numbering refers to the accompanying map obtained from WDBC interactive asset map <https://mapping.swdevon.gov.uk/webmappublic/en-gb/PublicMap/SHWDPlanningSearch#/frontPage>

Assets requested by OTC in December 2026

1	Play area	Fatherford Road
3	Play area	White Tor Close
5	Play area	The Heathers
6	Play area	Oak Road
7	Play area	Hunters Gate
8, 9, 10	Hard standing and verge areas	Skatepark/North Road
11a	Property and land	North Street
15	Frog Pond and verge	Church Meadows
30	Grass area	Simmons Way

	The building at the top of the Victorian Arcade which was purchased from funds arising from the Waitrose agreement
	Market Street public toilets are already leased by OTC from WDBC, lease expires February 2028
	Waitrose Carpark from which the Council already receives a yearly income
	Mill Road car park

Implications if OTC do not submit a bid:

- Assets will transfer from WDBC to the new Unitary Council
- Unitary council will be responsible for the areas and their maintenance
- Might be opportunity to bid for assets once in Unitary ownership

Timescale of 8th May deadline does not give OTC time to complete due diligence in accordance with its Asset Transfer Policy.

Recommendations to Full Council:

Following consideration of the implications, risks and potential costs to OTC it was agreed to recommend to Full Council that no bids for the acquisition of any land or property, including the Market Street Public Toilets, be made.

Policy for the transfer of community assets

Introduction:

The Council has received a number of requests from town and parish councils to transfer land and property to them. The purpose of this policy is to ensure any such requests are dealt with on a fair and consistent basis. a consistent and fair approach is taken in responding to those requests.

Context:

The Council has a strong track-record of service delivery for its communities since its creation in 1974. Before that, services were delivered with equal pride by the councils that preceded it.

As such, specifically when considering land and property, the Council is only ever a long-term custodian. It is short sighted to think that divesting public land and property at this time, without a clear strategic aim, is of benefit to our communities in and of itself.

In this context our collective endeavour must be on ensuring that our residents continue to have access to those services and facilities that are important to our local communities, rather than focus on which Council owns them. This policy is designed with that key principle in mind.

Land and property types:

The Council holds land and property for broadly three reasons:

- Category 1: To deliver our services;
- Category 2: For commercial and strategic reasons; and

- Category 3: As custodians of land held for and on behalf of our residents and communities Examples (this is not a conclusive list) from each category are as follows

- a) Our HQ buildings and waste depots
- b) Business units, car parks, investment property
- c) Parks, open spaces, sports pitches

The Council's Position on transfers:

The Council will only consider asset transfer requests for land or property in category 3 above.

It reserves the right to say no if it judges the transfer is neither in the interest of the community or the Council and of any potential successor authority. This will include consideration being given to the long-term stewardship, operational and governance requirements and the ability for the transferee to meet those requirements.

In all cases, the transfer will require the continued use of land for its current purpose, and the Council will place such legal restrictions as are required to ensure that the land is protected in perpetuity for that use. This is non-negotiable and may take the form of either restrictive covenants or leases of typically 99 or 999 years.

Given the nature of the land and property being considered for transfer (i.e. 'community assets' as defined by this policy) and the restrictions being imposed, it is judged that the council will have met its obligations regarding achieving best consideration.

It should also be noted that each case is assessed and approved (or rejected) on an individual basis, so there can be no assumption between individual cases. Additionally, there may be land and property that does not neatly fall into the above categories, in which instances the Council will make whatever decisions it considers appropriate to meet its legal duty in those cases.

The way in which request will be dealt with:

History shows that most asset transfers take 2 years to complete and that they cost the Council significant resource to manage. The question of resources and timeframes is a critical one. To mitigate this concern, the Council will adopt the following approach:

- A standard form of transfer and standard terms which are non-negotiable. All terms agreed in the heads of terms will be final and not subject to change.
- The opportunity to have transfers prioritised through outsourcing of legal work, if the transferee agrees to pay for it.
- The council has made additional resource available in the land and property team to manage requests (paid for by the Council).
- Each town and parish to be given one opportunity to make a request, which once confirmed will proceed without further change to the scope during the process, to ensure each community has a fair chance to make such a request.
- We will set a deadline (**17:00 May 8 2026**) for towns and parishes to submit their requests and these will then be dealt with based on the simplest and most straightforward requests (which comply with the policy) being dealt with first. While we will endeavour to do so there is no guarantee that all requests can/will be processed ahead of any restrictions that may be imposed preventing disposals of land and property taking effect.

Governance:

The decision on requests for transfers will be made in accordance with the Council's scheme of delegation in chapter 2 of the constitution.

There is no right of appeal.

Land & property open market sales:

This policy has no bearing on open market sales, which the Council can and will continue to consider if it aligns to its strategic aims. This policy only relates to asset transfers, which by implication have no financial consideration.

11.2 Community Governance Boundary Change – To note Solicitors advice regarding the precepting arrangements and consider any action required.

Okehampton Town Council

Advice on Precepts- Boundary change. **OKEH-2-16**

A significant boundary change between Okehampton Town Council (OTC) and Okehampton Hamlets Parish Council (OHPC) has been approved by West Devon Borough Council (Borough Council) and will take effect in 2027.

Varying precepts

Following the boundary changes, Okehampton Town Council stands to gain some territory, which includes some additional residential properties, which, based on the precept calculation under the Local Government Finance Act 1992 (“Act”) will be liable for a higher precept than they are presently.

OTC wishes to understand if it can increase the precept for these additional properties incrementally over three years from 2027, as opposed to increasing it in one go in order to smooth the impact on those properties.

Can OTC set the Precept differently for newly transferred properties?

No.

Parish precepts are governed principally by the Act. Under S41 of the Act, OTC, as a Local Precepting Authority may issue a precept to a billing authority (the Borough Council) which must state the amount required for that year. OTC’s precept must reflect its ‘council tax requirement’, calculated in accordance with s.49A.

In broad terms, S 49A sets out that OTC will determine its “Council Tax Requirement”, which is the shortfall between income and other resources to finance its upcoming spending commitments, versus outgoings and other spending commitments. The factors that OTC must take into account when calculating this are as set out in S 49A, but it needs to identify expenditure, contingencies, and financial reserves needed for estimated future expenditure and to correct any previous revenue account deficit. It must also calculate income available plus the amount of financial reserves it will use.

These provisions require OTC to determine a single council tax requirement for the whole parish.

There is no statutory power enabling a parish to set different precept levels for different parts of its area or for particular groups of residents. OTC therefore cannot apply a reduced or phased precept for the transferring properties.

Can OTC influence the apportionment of that Precept at Borough Council level?

As a billing authority, the Borough Council is required to follow a statutory process—broadly similar in structure to that applying to OTC—when setting its own council tax and applying parish precepts.

After receiving all relevant precepts, including OTC’s, the Borough Council must calculate the amounts payable for each property using the statutory framework in the Act and the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 (“Regulations”) as follows.

Calculation of the Band-D amount (s.31B of the Act)

- a. The Borough Council must calculate its Band-D amount under section 31B. To do this, it must divide its total council tax requirement by the Council Tax Base (in essence the taxable capacity of its area).
2. Calculation of the Council Tax Base.
 - a. The Council Tax Base must be calculated in accordance with the Regulations, which require the authority to determine the total of the “relevant amounts” for each valuation band being the number of chargeable dwellings in each band taking into account applicable factors such as discounts and premiums. This is then multiplied by the collection rate.
 - b. This produces a figure which is then converted into Band-D equivalents by applying the statutory band ratios (from 6/9 for Band A up to 18/9 for Band H with Band D being 9/9).
 3. Calculation of amounts payable for each band (ss.36 and 47 of the Act)
 - a. Once the Band-D amount has been established the Borough Council must calculate the final council tax for each band for its own council tax requirement and perform the same calculation for each precept, including the OTC precept. The Borough Council’s own council tax, and OTC’s precept, must use the same formula: $A \times (N \div D)$
 1. where:
 - A = the relevant Band-D amount,
 - N = the band fraction for the band being calculated,
 - D = the Band-D fraction (again, from 6/9 for Band A up to 18/9 for Band H)

This produces the actual amount payable for each dwelling in each valuation band.

This is a prescribed process which does not leave room for making variations from property to property and in any event, OTC has no control over the Borough Council’s activities in this regard.

There are a number of areas where the Borough Council may exercise some discretion in what it actually charges, so it is worth considering that in further detail.

Special items

Under S 34 of the Act, the Borough Council can make area-specific changes based on “special items” however these relate to expenditure that relate only to one specific area, not the whole district. Such special items must be treated separately so that, only the residents who benefit from those services pay for them and there is no cross subsidy from other areas. However, it would not be useful here as it covers specific precepts or area- specific expenses relating to a specific part of the Borough’s area rather than an adjustment for the Parish’s precept.

Are there any exemptions or discounts that can apply?

Discounts generally apply based on who is in occupation. Sch 1 to the Act sets out classes of disregarded persons, which include categories such as those who are detained, hospital patients and students- none of which would apply to this context.

Exemptions

These would need to be applied by the Borough Council

- 13A.1(a) allows the Borough Council to approve reductions for those in financial need broadly relating to the Council Tax Reduction Scheme, applying to households based on need rather than geographic areas.
- 13A(1)(c), gives the Borough Council a general power to reduce council tax liability in any case or class of cases, to any extent they think fit, including to nil. It would be for the District Council to consider whether it would be willing to utilise this power, even if it considers it is able to. It may well take the view that this power is not available to it here, bearing in mind it appears to be tailored towards giving relief on a limited, individual basis rather than being used as a method for wide ranging tax setting policy, in a manner that is at odds with the wider legislative background.

Liability to Pay

A final point to consider is whether there is any method of transferring liability for payment of part of the council tax to others in the Parish, so as to shield the newcomers from the full effects. Liability follows the rules in section 6 of the Act. There is no power to reassign liability, shield new residents, or allow someone else to discharge liability. Once dwellings transfer to the OTC, their residents become liable for the OTC precept (subject to certain exemptions that are not relevant here).

Alternatives

A parish council may raise its overall precept gradually over multiple years, provided it sets and approves a lawful annual budget. However, the increase must apply uniformly to all dwellings in the parish each year.

Conclusion

Unless transitional arrangements are expressly provided for in the Reorganisation Order, neither OTC nor the Borough Council may phase in or smooth the parish precept for properties transferred in 2027.

- OTC must set one precept for the whole parish each year.
- The Borough Council must apply that precept using the prescribed statutory formula.
- Discount and exemption regimes do not assist.
- s.13A(1)(c) would not seem appropriate for use as a general tax-policy instrument.

All dwellings within the parish boundary must therefore be charged the same precept from the year of transfer.

If further clarification is needed on any aspect of this, we would be happy to discuss this further.

Stephens Scown LLP 30.03.26

11.3 Neighbourhood Plan – To consider any update received from Okehampton Hamlets Parish Council

Information is awaited from Okehampton Hamlets Parish Council

11.4 Allotments – To consider an update and recommendations from the working group in relation to the lease and other arrangements

Recommendations

- The Allotment Associations (Fatherford Road and Okehampton) are not recognised by the council
- The council joins the National Allotment Association
- Details of all Allotment Holders will be registered with the National Allotment Association through which their public liability insurance will be obtained and charged to them alongside the annual plot fee
- The Council manages all aspects of the maintenance of the three sites, including allotment holder insurance, water and toilet provision, grass and hedge cutting, pest control
- A letter to be sent to allotment holders by the OUC, see attached
- The Allotment Agreement, see attached
- To agreed rent for 2027, see below

Rent

For 2025 the cost to the OUC for the provision of the allotments was £7797.50. Following receipt of rental income, payment of expenses and provision of staffing the deficit was £4737.68. See attached letter for details

The rent in September 2026 is increasing to £60 p/plot. The council needs to decide the rent to be payable in September 2027.

There are approximately 70 full allotment plots.

It is not possible at this time to estimate what the rent would need to be in September 2027 in order for the allotments to be self-funding, however, to cover the costs incurred by the OUC in 2025, they would need to be increased to £112 per plot.

11.5 Community Emergency Plan – To consider progression of a plan following the presentation at the Annual Town Assembly

Approximately 6 people/groups indicated they would be willing to assist with the creation of a plan; however, it has not been possible to follow this up as the details have not been forwarded by the councillor who collected them.

A copy of the [presentation is available on the council website](#) and a copy of the [minutes of the meeting including the questions and answers](#) is also available on the council website.

Two types of plans:

- Passive – similar to that already held by OTC
- Active – incorporating direct action, community engagement, equipment, training, rehearsal, analysis

Devon Communities Together have provided the following clarification in relation to the input and responsibilities of town and parish councils should a plan be progressed.

If the council were to progress and sign off a plan, it should have input to ensure that it is happy with the content, the implications and risks should a claim arise following an incident. The council would need to satisfy itself on a regular basis that training had been provided, PPE and equipment provided, risk assessments were completed and adequate as this could affect the councils insurance cover and policy.

It is possible for an emergency planning group to be totally independent. However, we recommend that a town or parish council have oversight to give authority and continuity. We would expect that this would mean:

- Member representation on the planning team, though minimal and not essential.
- Sign-off on the final plan and submission to us in full and redacted formats.
- Annual report to council that the plan is up to date (mainly contact information).
- Sign-off on three-year review (comprehensive review of risk assessment and operating details). Revised copies to us.
- Public Liability, Employer's Liability (volunteers) and Personal insurance either through the Council's insurance policies or funding independent insurance.
- Publication of the redacted plan (council web site).

As an independent group, the response volunteers would be responsible for training, risk assessment of incidents, acquiring funding, PPE and equipment. The Forum supports and assists this.

All the above can be set out in a commissioning brief/term of reference appended to the emergency plan.

The Council can take on full oversight if it so wishes, but this is rather clunky and requires members to gain the necessary skills to make informed decisions and give guidance.

11.6 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.

Dear Emma

Further to the Assets Group meeting held on the 4th March 2026, I can confirm that the xxxxxx of Finance, has subject to contract, agreed to a disposal of part of the Okehampton Glebe extending to approximately 1.12 acres for £40,000 to Okehampton Town Council.

I trust that this is sufficient information in order for you to instruct contractors accordingly.

I would be grateful if you could please let me know when the contractor works are proposed so that I can liase with the tenant.

Kind regards

11. Finance

11.3 Internal Audit – To consider the report arising from the internal audit undertaken by IAC Audit and Consultancy Ltd on 7th April 2026, noting that the audit will be completed following the financial year end closedown in May.



Emma James
Town Clerk
Okehampton Town Council
Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

13th April 2026

Pre Year End Internal Audit

An audit was carried out by Kevin Rose on Tuesday 7 April 2026. This was the second internal audit, following on from previous audit on 7 October 2025

The audit was undertaken using the standard IAC Audit Checklist, that we use for all Local Councils, which has 210 items. A total of 51 items were tested during this audit in addition to the 123 tested at the first audit and pre-audit. The balance of 36 items will be checked during the Year End audit.

The following 'Internal Control Objectives' of the Annual Internal Audit Report (part of the AGAR) were checked and confirmed as being Not Applicable to your Council for this financial year.

-Exemption from External Audit (Box K)

Areas subject to audit were;

- Risk and insurance (Box C)
- Budget and precept setting and monitoring (Box D)
- Income billing, collection and VAT (Box E)
- Payroll(Box G)
- Assets and investments (Box H)
- the Transparency Code (for Smaller Authorities) (Box L)

Of the 37 applicable items tested a Positive response was obtained in respect of 37 tests. I am pleased to confirm that there were no Negative responses. Only 1 Observation was made, details of which are set out in the attached Interim Internal Audit Observations.

Summary of tests undertaken during this audit

Positive response	37
Negative response	-
Not Applicable to your Council	14
Total tests carried out	51

I am pleased to advise that no 'Non-Compliances' were identified at this stage that would give rise to a negative response on the statutory Annual Internal Audit Report.

I would like to express my thanks for the assistance provided to me during my audit.

Pre Year End audit summary Okehampton Town Council

(shaded Internal Control Objectives are not applicable to your Council)




Audit 2 Date

7 April 2026

Internal Control Objective		N/A	Tested	Positive	Negative	Observations	Non Compliance
Box A	Appropriate accounting records have been properly kept throughout the financial year.	-	-	-	-	-	
Box B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	-	-	-	-	-	
Box C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	-	7	7	-	-	
Box D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	-	2	2	-	-	
Box E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	-	2	2	-	-	
Box F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	-	-	-	-	-	
Box G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	3	18	15	-	-	
Box H	Asset and investments registers were complete and accurate and properly maintained.	4	10	6	-	1	
Box I	Periodic bank account reconciliations were properly carried out during the year.	-	-	-	-	-	
Box J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	-	-	-	-	-	
Box K	If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")	-	-	-	-	-	
Box L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	7	8	1	-	-	
Box M	The authority, during the previous year (2024/25) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	-	-	-	-	-	
Box N	The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	-	-	-	-	-	
Box O	The authority complied with laws, regulations & proper practices relating to digital and data compliance.	-	4	4	-	-	
Box P	(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	-	-	-	-	-	
Totals		14	51	37	-	1	
					13/04/2026 14:22:19		1

In relation to the observation raised, as follows, the 2026/27 Practitioners Guide states ‘Physically verifying the existence and condition of high value, high risk assets may be appropriate’

Okehampton Town Council Financial Year 2025-26				IAC  IAC Audit and Consultancy Ltd		
Visit 2 Internal Audit Observations		Date considered by Council _____		Audit date: 7 April 2026		
		Minute Reference _____				
H <i>Asset and investments registers were complete and accurate and properly maintained.</i>						
No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Continuing existence of assets is checked on a regular basis (when was last check?)	Yes	<p><i>The Council a number of assets, some of which are of significant historic and financial value.</i></p> <p><i>The Clerk advised that they have been physically verified but this has not been formally recorded in Council Minutes.</i></p>	The Council should ensure that the regular review and verification of its assets, particularly those of high value, is formally recorded in Council Minutes.	Medium	



Okehampton Town Council

Okehampton Town Council

Property Committee

DRAFT Terms of Reference 2026/27

Responsibilities

To carry out the Council's responsibilities for the following areas:

- a) Town Hall
- b) Charter Hall
- c) Market Hall (external fabric only)
- d) Lower Market Hall
- e) Public Toilets at Fairplace, and Market Street
- f) Jim the Walker Statue (Park Row/St James Street Junction)
- g) **Roofed structures within Simmons Park and other locations that are the responsibility of the council**

Fees

To determine and keep under review the fees and charges for the committee's services where statutory authority exists for the levying of such charges.

Budget

To have authority for spending within the allocated budget.

Payment of Expenses

To have authority to authorise cheque and BACS payments for all invoices and expenses relevant to the business of the council

Sale of Alcohol, Charter Hall

To act as the Charter Hall Management Committee in relation to the sale of alcohol in the premises during events. The Chairman of the Property Committee and **Facilities Officer** ~~Town Clerk~~, having delegated authority to approve requests. In the event of the absence of either, the Vice-Chairman and/or **Assistant** Town Clerk having authority to approve the requests. All such bookings will be reported to the Property Committee at scheduled meetings.

Note – The changes above are consistent with a resolution made following recruitment of the Facilities Officer on 6th October 2025



Okehampton Town Council

Okehampton Town Council

Parks Committee

DRAFT Terms of Reference 2025/26

Responsibilities

To carry out the Council's responsibilities for the following:

- i. The provision of grounds maintenance services for:
 - a. Simmons Park, Kempley Meadows, Platt's Meadow, Putting Green;
 - b. Simmons Park car park and approach road;
 - c. Skate Park/BMX Track; Clapps Wood, Fairplace, land behind Lidl, grass verge at West Bridge, and all land in the ownership/responsibility of Okehampton Town Council (except the footprint of the Town Hall, Charter Hall, Cinema, Lower Market Hall and Public Toilets at Fairplace and in Market Street)
 - d. Land owned by others including the raised flower bed and seating area in New Road, the Gateway Mural area at the junction of East Street and Crediton Road and the planted area off the roundabout in School Way
 - e. Cutting of the grass in the open Church owned Graveyard, adjacent to All Saints Church (no other responsibility for this service/facility); and
 - f. Some wayside seats and
- ii. The provision of grounds maintenance services within the Council owned Cemetery adjacent to All Saints Church, and any other council cemetery, and to act as Burial Authority for all burials and interments, including cremated remains, within the cemetery.
- iii. Roofed structures within Simmons Park, including shelters and the Parks Office and Workshop, **and in other locations that are the responsibility of the Council fall within the remit of the Property Committee**

Budget

To have authority for spending within the allocated budget.

Fees

To determine and keep under review the fees and charges for the committee's services where statutory authority exists for the levying of such charges.

Payment of Expenses

To have authority to authorise cheque and BACS payments for all invoices and expenses relevant to the business of the Council.



Okehampton Town Council

Okehampton Town Council

Planning Committee

DRAFT Terms of Reference 2026/27

Responsibilities

To carry out the Council's responsibilities for the following areas:

1. All matters relating to planning and to licensing of premises to serve and/or sell alcohol or food.
2. That a member of the Committee attends on its behalf any meeting called by WDBC's Development and Licencing Committee in relation to planning or licencing applications that have been called-in for consideration, and on which the Committee has submitted a response. In the event that attendance cannot be resolved at a meeting due to timescales, priority will be given as follows by the Clerk/Assistant Clerk:
 - i. Chairman
 - ii. Vice-Chairman
 - iii. Committee Member
3. Matters relating to highways issues

Payment of Expenses

To have authority to authorise cheque and BACS payments for all invoices and expenses relevant to the business of the council.



Okehampton Town Council

Okehampton Town Council

Policy & Resources Committee **DRAFT** Terms of Reference 2026/27

Membership

The core constitution of the Policy & Resources Committee shall be the Mayor, the Chair of each of the Council's Committees and any other Members as nominated by the Council.

Whilst attendance at meetings of the Committee is open to all Members only those nominated to sit on the Committee can take part and vote on any matters and Part 2 Staffing items of business will be restricted to those Members serving on the Committee. Any Members who are related to a member of staff will be required to leave for Part 2 items of business that relate to any employee.

Responsibilities

To carry out the Council's responsibilities for the following areas:

1. **Budget:** To recommend to the Council the budgetary framework - the allocation of finances to different services and projects, proposed contingency and ear-marked funds, setting the Council's precept and decisions relating to the control of the Council's borrowing requirements, the control of its capital expenditure and the setting of virement limits.
2. **Financial Services:** To exercise general supervision and control over the finances of the Council; account(s), banking, investment, accounting and auditing arrangements; the raising of loans and the general insurances of the Council.
3. **Information Technology:** To oversee the effective and efficient use of IT throughout the Council and to be responsible for data protection.
4. **Land Transactions:** To determine land transactions in respect of land within the remit of the committee and within budgetary parameters.
5. **Personnel:** The management of the personnel function and all aspects of personnel management as is necessary, and to consider any recommendations made by the Personnel Sub-Committee including the appointment of members of staff apart from the Town Clerk in which case recommendation will be made to full Council.
6. **Risk Management:** To implement the Council's Risk Management Strategy and create a risk management culture, utilising the authority's resources as effectively and efficiently as possible, to reduce the total cost of risk.
7. **Support Services:** To exercise general supervision of support services in an effective and efficient manner.
8. **Community Safety, Civil Defence and Emergency Planning:** To exercise the Council's functions in relation to civil defence, emergency planning and community safety.
9. **CCTV:** To be responsible for the maintenance and management of the CCTV system.
10. **Youth Council:** To be responsible for communication and management of the Youth Council
11. **Events:** To be responsible for arrangements for Civic and other events that the Council arranges or is involved in.
12. **Grants:** To manage the Council's Grant schemes including determination of award of funds.

Budget

To have authority for spending within the allocated budget.

Payment of Expenses

To have authority to authorise cheque and BACS payments for all invoices and expenses

Fees

To determine and keep under review the fees and charges for the committee's services where statutory authority exists for the levying of such charges.



Okehampton Town Council

Okehampton Town Council

Personnel Sub-Committee **DRAFT** Terms of Reference 2026/27

The Personnel Sub-Committee is a sub-committee of Okehampton Town Council's ('the Council') Policy & Resources Committee (P&R).

Membership

The core constitution of the Personnel Sub-Committee shall be the Mayor, and the Chair of each of the Council's Committees.

The Chairman of the Committee shall be chosen from the Members serving on the Committee, excluding the Mayor. Attendance at meetings of the Sub-Committee will be strictly limited to those Members serving on the Committee.

Any Members who are related to a member of staff must leave if confidential matters relating to any employee are to be considered'.

In accordance with Standing Order 19d, in the event that the Mayor and Chairman of the P&R Committee are related* to each other and/or the Chairman of the Personnel Sub-Committee the following will apply:

- i) In the event that the Mayor and Chairman of Policy & Resources Committee are related, the Clerk's Line Managers will be the Mayor and Vice- Chairman of Policy & Resources Committee. The Vice-Chairman of Policy & Resources Committee will take the place of the Chairman on the Personnel Sub-Committee.
- ii) In the event that two Committee Chairmen are related, only one will be a member of the Personnel Sub-Committee, being the Chairman of Policy & Resources Committee if relevant, or as agreed by Full Council, the other being replaced by the relevant Committee Vice-Chairman.

- * In this instance 'related' means – spouse, civil partner, parent, child, brother or sister.

Purpose

This committee is appointed to make recommendations about staffing matters to the P&R Committee, for ratification by either that Committee or the Full Council, as set out in the Terms of Reference of the P&R Committee, and may make resolutions as set out in relevant staffing related policies.

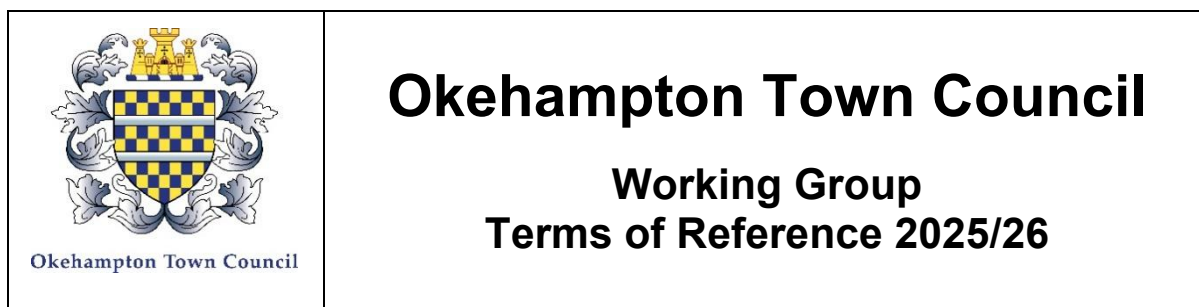
Responsibilities

1. To oversee the recruitment and appointment of staff and make recommendation of appointment to the P&R Committee apart from that of the Town Clerk for which the P&R Committee should make recommendation to full Council.
2. To arrange new employment contracts and changes to contracts.
3. To oversee any process which could lead to the dismissal of staff (including redundancy)
4. To consider any appeal against a decision in respect of pay and make recommendation to the P&R Committee.
5. To consider any process, including appeal from a member of staff regarding a grievance or disciplinary matter and make resolutions in accordance with the relevant policies
6. To supervise and performance manage the Clerk's work, and handle grievance and disciplinary matters, and pay disputes arising from the Clerk in accordance with relevant policies.

Reporting

The Committee shall report to meetings of the P&R Committee as and when necessary.

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



Structure

One or two Working Groups will be set up annually for each of the four standing Committees. The Groups will report to those Committees.

These are non-decision-making groups who shall report and make recommendations to meetings of the relevant Committee or Council as and when necessary.

Notes from meeting will be taken and distributed to all Members along with meeting agendas.

Meetings will be arranged by the appointed Officer and will take place within their normal working hours, unless otherwise agreed by the Clerk in consultation with the relevant Officer to accommodate exceptional circumstances.

Membership

The core constitution of the Groups shall consist of between two and four Members of Okehampton Town Council and an Officer, as determined by the Clerk. If possible, one of the Members should be the Chair or Vice-Chair of the Committee. Members not on the Committee to which the Group reports can be appointed as one of the Members.

The Chairman of the Group shall be chosen from its Members.

Membership will be reviewed annually and appointments made throughout the year as needed by the Council or relevant Committee. Attendance will be recorded; regular non-attendance may result in a Member being replaced at the discretion of the relevant Committee or Council.

Aims and Responsibilities

The aim of the groups is to investigate, plan or arrange projects or events on behalf of, and as instructed by the Committee/Council.

Members cannot issue instructions, commit the Committee/Council to any action, or place orders – this must be undertaken by the Officer appointed to the group and may only be possible with authorisation from the Town Clerk or the relevant Committee/Council.

Working Groups

Working Groups fall within the remit of, and will report to Committees as follows:

Parks Committee

- Cemetery Management
- Allotment Management (from September 2026)
- Projects

Planning Committee

- Neighbourhood Plan Steering Group (Note – If a Neighbourhood Plan is agreed by the Council, a specific ToR for this topic would be required, but the group would report to this committee)

Policy & Resources Committee

- Events

Property Committee

- Projects – Including:
 - Window Repair/Replacement
 - Climate Change