



Okehampton Town Council

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Emma James  
Town Clerk & RFO

26<sup>th</sup> May 2026

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 1<sup>st</sup> June 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 Parks Committee meeting held on 16<sup>th</sup> February 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 30<sup>th</sup> March 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 27<sup>th</sup> April and 13<sup>th</sup> May 2026.
10. **Projects and Consultations**
  - 10.1 **Local Government Reorganisation** – To consider any updates received
  - 10.2 **Community Governance Boundary Change** – To consider any updates received
  - 10.3 **Neighbourhood Plan** – To note that Okehampton Hamlets Parish Council have responded and submitted the required information to WDBC
  - 10.4 **Allotments** – To consider any updates or correspondence received
  - 10.5 **Community Emergency Plan** – To consider progression of a plan following the presentation at the Annual Town Assembly and responses from those who indicated they would be willing to assist
  - 10.6 **Banking Hub** – To note that an appeal for the provision of a banking hub can be submitted after September 2026.
11. **Correspondence**
  - 11.1 **Museum of Dartmoor Life** – To consider correspondence from the Museum
  - 11.2 **Okehampton Fairtrade Group** – To consider a request from the group for the Council's continued support to enable them to apply for renewal of the Fairtrade status.
12. **Finance and Governance**
  - 12.1 **Payments** - To resolve to approve the schedule of payments
  - 12.2 **Budget Workshops** – To note that workshops will be held in the summer and early autumn prior to commencement of the budget setting process for 2027/28
  - 12.3 **Financial Checks** – To resolve the appointment of a Member to undertake monthly Council financial checks including bank reconciliations, debit card purchases and BACS payments.
  - 12.4 **Asset Audit** - To resolve the appointment of a Member to undertake an audit of elements of the assets held by the Council including regalia, silverware and paintings.
  - 12.5 **Management Accounts** - To consider, agree and adopt the management accounts (as circulated) for month ended 31<sup>st</sup> March 2026 (month 12)
13. **2025/26 Year End Audits and Reports** – Subject to receipt of the final internal audit report, to consider the following:

- 13.1 Internal Audit Certificate and Report** – To consider and resolve to approve the 2025/26 year end certificate and report (documents to follow)
  - 13.2 AGAR Section 1 - Annual Governance Statement 2025/26** – To consider and resolve to approve the annual governance statement.
  - 13.3 AGAR Section 2 - Accounting Statements 2025/26** – To consider and resolve to approve the accounting statement (documents to follow)
  - 13.4 Electors' Rights** – To consider and resolve to approve the dates for the exercise of Electors Rights those being Thursday 25 June to Wednesday 5 August 2026
- 14. Council Tie** – To consider a proposal from Cllr Colman for the redesign of the Council Tie
- 15. Mayor's Diary Report** – To note events attended by the Mayor.