

## Okehampton Town Council 1<sup>ST</sup> June 2026 Meeting Report

<b>Date:</b>	26 <sup>th</sup> May 2026
<b>Name:</b>	Emma James

### 10. Projects and Consultations

**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

Of the groups/individuals who had indicated they would be willing to assist with the creation of a plan only 3 responses have been received:

- 2 yes
- 1 yes in relation to one group of people only
- 1 no

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. **Correspondence**

### 11.1 **Museum of Dartmoor Life** – To consider correspondence from the Museum

To the parish council

I am writing to you as chair of trustees for the Museum of Dartmoor Life, which is in Okehampton but whose theme is Dartmoor,. with information for councils either on the moor or close to it.

Please find enclosed a summary report of the work of the Museum of Dartmoor Life in 2025 which I hope will be of interest to councillors and others. It is a remarkable record for a museum with a part time manager and otherwise run by volunteers.

We continue to look for ways to improve. We are currently preparing for a bid to the NLHF, to improve the quality of the building, and thus protect the collection, and to set our long term vision with the community.

The 2026 exhibition is reviewing the stored parts of the collection and thinking about what we should be collecting. All sorts of surprises have arisen! These have made for a thought provoking and attractive exhibition.

We want as much community engagement as possible on what should the museum collect and hold. In other words, what should the museum be about?

We would welcome visits from individuals or groups, particularly perhaps groups whose discussions may be particularly illuminating, such as councils.

If coming as a group, there will be no charge. Please contact xxxxx, the manager, in the first instance if you plan a group visit. xxxxx is employed for three days a week but if the visit is during open hours, I or another trustee will try to be present. xxxxx can be contacted on [manager@dartmoorlife.org.uk](mailto:manager@dartmoorlife.org.uk)

Here is the link to the museum website <https://www.dartmoorlife.org.uk/> which has lots more information.

Fifty years ago the first meeting was held to consider the establishment of a museum, it was standing room only in the Charter Hall in Okehampton. Where now? Please come and see the museum, the current exhibition and give your thoughts.

13. **2025/26 Year End Audits and Reports** – Subject to receipt of the final internal audit report, to consider the following:  
**13.2 AGAR Section 1 - Annual Governance Statement 2025/26** – To consider and resolve to approve the annual governance statement.

### Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed			
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.				<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

\*Please provide explanations to the external auditor on a separate sheet for each "No" response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS