



Okehampton Town Council

Town Hall
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Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk & RFO

20th July 2026

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 27th July 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, if present

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 18th May and 6th June 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 **Parks Committee** meeting held on 18th May 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 **Property Committee** meeting held on 10th November and 1 December 2025, 2nd February and 18th May 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 29th June 2026
10. **Projects and Consultations**
 - 10.1 **Local Government Reorganisation** – To consider the Government announcement that Devon will consist of 4 Unitary Councils with elections scheduled for May 2027 ahead of vesting day when the new councils to begin delivering services in April 2028
 - 10.2 **Community Governance Boundary Change** – To resolve that the draft Order provided by WDBC is consistent with the outcome of the review
 - 10.3 **Neighbourhood Plan** – To consider progression of the plan and if required, the draft application statement
 - 10.4 **Emerging Dartmoor Local Plan 2026** – To consider a response to Dartmoor National Parks scoping consultation which closes on 23rd August 2026.
11. **Policies and Documents** - To resolve to approve the following documents as recommended by the Policy & Resources Committee:
 - a) Allotment Policy and Application Form
 - b) Business Continuity Plan
 - c) Data Protection Complaints Policy
 - d) Expenses Policy
 - e) Health & Safety Policy and Procedures
 - f) Press (Media) Policy
 - g) Safeguarding Policy
 - h) Simmons Park Hire Policy
 - i) Social Media, IT and Phone Use Policy for Employees
 - j) Volunteer Policy and Agreement
 - k) Whistleblowing Policy
12. **Finance and Governance** - To resolve to approve the schedule of payments

13. **Wider Okehampton Cluster Group** – To receive an update following the training/networking day on 22nd July.
14. **Mayor's Diary Report** – To note events attended by the Mayor.

PART TWO – CONFIDENTIAL ITEMS

15. 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 which are CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council.'
16. **Allotment Leases and Documentation** – To consider the report, documentation and the leases as recommended by the working group
17. **Simmons Park Charity** – To consider renewal of the Management Agreement