



Okehampton Town Council

Town Hall
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Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk & RFO

14th September 2026

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 21st September 2026 at **6pm** in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

E James

Emma James
Town Clerk

5.55pm - 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 may be captured on film when seated in the public seating area and 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** meetings held on 8th June, 6th and 20th July 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 26th 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 **Planning Committee** meeting held on 15th June and 13th July 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 14th September 2026
10. **Projects and Consultations**
 - 10.1 **South Hams and West Devon Joint Local Plan** – To consider a response to the consultation (1 hour time limit for this item of business)
 - 10.2 **Local Government Reorganisation** – To consider any updates and note that the Government have paused the progress of the reorganisation in Devon, and other parts of the country, and confirmed that elections will go ahead in 2027 in alignment with existing boundaries.
 - 10.3 **Community Governance Boundary Change**
 - a) To note that the West Devon Borough (Reorganisation of Community Governance) Order 2027 relating to Okehampton Town Council and Okehampton Hamlets Parish Council was officially Made on 8th September 2026
 - b) To consider further community engagement in relation to this boundary change
 - 10.4 **WDBC Okehampton Conservation Area Appraisal** – To consider a response to the consultation

10.5 WDBC Buildings at Risk Register – To consider the documentation and any response to be submitted

11. Correspondence – To consider the following

11.1 Letter from Okehampton United Charities

11.2 Letter from WDBC Cllrs Dexter and Goffey

11.3 National People's Emergency Briefing

12. Policies and Documents - To resolve to approve the following documents, previously circulated, as recommended by the Policy & Resources Committee:

a) Allotment Policy

b) Absence Management Policy

c) Asset Register and Disposal Policy

d) Discretions Policy (Pensions)

e) Flexible Retirement Policy (Pensions)

f) Grant Policy

g) Personal Data Retention Policy for Scheme Holders (Peninsula Pensions)

h) Recruitment Policy

i) Sexual Harassment Risk Assessment and Action Log

j) Work Experience Policy

13. Finance and Governance

13.1 Payments - To resolve to approve the schedule of payments

13.2 2025/26 External Audit

a) To note the External Auditors Report and Certificate which does not raise any concerns or actions

b) To resolve that the notice of Conclusion of Audit, published on 17th August 2026, remains in situ until 25th September 2026.

13.3 2026/27 Audit Arrangements

a) To note that in accordance with Minute Reference 111 of 30th June 2025 IAC Audit and Consultancy Ltd will be undertaking the internal audits for the second of a three-year agreement.

b) To consider the continued independence and competency of the IAC Audit and Consultancy Ltd

c) To note that the interim audit will be undertaken on 6th October 2026

14. Wider Okehampton Cluster Group – To note any updates arising

15. Annual Meeting and Mayor Choosing Review, and Mayoral Awards Working Group – To consider a report from the working group

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