



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk & RFO

7th May 2026

Dear Councillor

A Mayoral Award Presentation event is being held on **Wednesday 13th May at 5:45pm** to which you are invited to attend.

You are summoned to attend the Annual Council Meeting/Ceremony of Mayor Choosing of Okehampton Town Council to be held on **Wednesday 13th May at 6pm** (or at the arising of the presentations, whichever later).

Both events are in the Council Chamber, Town Hall, Fore Street, Okehampton EX20 1AA.

Yours faithfully

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Emma James
Town Clerk & RFO

**2025/26 Mayoral Award Presentations
5:45pm, Wednesday 13th May 2026**

**Speech and presentations of the 2025/26 Mayoral Awards by the outgoing
Mayor, Councillor Richard Colman**

Mayor Elect's Chaplain to offer Prayers

Annual Council Meeting and Mayor Choosing
6pm on 13th May 2026
(or at the arising of the Mayoral presentations, whichever later)

AGENDA

Business to be Transacted

1. **Election of Mayor** - To elect the Mayor of Okehampton for the ensuing year and signing of the statutory declaration of acceptance of office.
2. **Election of Deputy Mayor** - To elect the Deputy Town Mayor for the ensuing year and signing of the declaration of acceptance of office.
3. **Apologies for Absence** - To receive and approve apologies from Members unable to attend
4. **Declarations of Interest** - To receive disclosures of interests from Councillors on matters to be considered at the Meeting.
5. **Mayor's Expenses** - To resolve to endorse a budget of £2,500 to defray the expenses attached to this office in pursuance of section 15 (5) of the Local Government Act 1972
6. **Council Committees** - To appoint Councillors to the following Committees and membership thereof, in accordance with the previously circulated list
 - Property
 - Policy & Resources
 - Planning
 - Parks
 - Personnel Sub-Committee – Mayor & Committee Chairs
7. **Committee Chairmen and Vice-Chairmen** – To appoint the Chairmen and Vice-Chairman of the following Committees:
 - Property
 - Policy & Resources
 - Planning
 - Parks
8. **Working Groups** – To resolve to appoint Councillors to the Working Groups in accordance with the previously circulated list.
9. **Representatives to External Bodies** - To appoint Councillors as representatives of the Council to other bodies and to agree reporting arrangements in accordance with the previously circulated list.