Okehampton Town Council

Town Hall
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Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk & RFO

23rd November 2026

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 30th November 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 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 Mayor 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 5th October 2026, and the Chair 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 28th September 2026, and the Chair 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 5th October 2026, and the Chair 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 26th October 2026

10. **Co-Option –** To consider any applications received, and if appointed, the Committees the successful candidate will sit on

11. **Projects and Consultations**
    - **11.1 Local Government Reorganisation, Devolution and Mayoral Strategic Authority for Devon, Torbay and Plymouth** – To consider any updates
    - **11.2 Banking Hub** –To note that the Clerk is working with the BID Manager to ascertain the impact the bank closure has had on businesses to inform an appeal for the provision of better banking services
    - **11.3 Devon & Somerset Fire & Rescue Service: Community Risk Management Plan Consultation** – Consultation closes on 4th January 2027

12. **Correspondence**
    - **12.1 Royal Mail Deliveries** – To consider correspondence from a member of the pubic
    - **12.2 Fore Street Pavements** – To consider correspondence from Devon Highways Neighbourhood Highway Officer

13. **Dartmoor National Park –** To receive and consider an update from Cllr Marsh about the Dartmoor Partnership Plan

14. **Policies and Documents** - To resolve to approve the following document as recommended by the Policy & Resources Committee and if feedback has been received from the Allotment Associations:
    - Allotment Memorandum of Understanding
    - Biodiversity Duty Policy
    - Data Security Breach Response Policy and Procedure
    - Honorary Freeman Policy
    - Internal Controls
    - IT Policy
    - Reserves Policy
    - Snow and Ice Management Policy

15. Finance and Governance

15.1 Payments - To resolve to approve the schedule of payments

15.2 Freedom of Information Request – To note that a request for information relating to the CCTV scheme has been received and responded to within the required timescale

16. WDBC/Mayor and Clerk Meetings - To receive an update from the meeting on 3rd November.

17. Wider Okehampton Cluster Group – To note that councillors are invited to a networking event on 10th December.

18. 2027 Elections – To note plans for pre-election community engagement and consider any further actions including the provision of information sessions

19. Events Working Group – To approve the inclusion of Cllr Marsh and any other interested councillors within the group and to note a meeting is being held on 8th December to commence planning for St Georges Day 2027

20. Remembrance Poppy Display – To consider the provision of a poppy display at St James' Chapel by encouraging the community to make poppies with materials supplied by the council.

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

PART TWO – CONFIDENTIAL ITEMS

22. 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.'

23. Council Ties and Scarves – To consider quotations and designs

24. Staffing Matters – To receive a report from the Policy & Resources Committee