



Okehampton Town Council

Town Hall  
Fore Street  
Okehampton  
Devon  
EX20 1AA

01837 53179  
[townclerk@okehampton.gov.uk](mailto:townclerk@okehampton.gov.uk)

Emma James  
Town Clerk

13<sup>th</sup> May 2024

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 20<sup>th</sup> May 2024 at 7pm in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

*E James*

Emma James  
Town Clerk

## **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 and make your way to the meeting point in Red Lion Yard where you are asked to await further instructions.**

**Urgent items - items for information only can be brought to the attention of the Council 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.**

### **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 the report of the West Devon Borough Councillors, if present
6. **Devon County Council** - To receive the report of the Devon County 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 **Parks Committee** meeting held 19<sup>th</sup> February 2024 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
  - 8.2 To adopt the minutes of the **Personnel Sub-Committee** meeting held 19<sup>th</sup> March 2024 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
9. **Full Council Meeting Minutes** - To receive, sign and approve the minutes of the Town Council meetings held on 22<sup>nd</sup> April and 8<sup>th</sup> May 2024.
10. **Co-option of Councillor** – To consider applications received for co-option to the Council.
11. **Simmons Homes Charity (201676) – Nomination of Trustees** – To resolve to nominate Trustees to Simmons Homes Charity to fill the three vacancies which have arisen following the end of the terms of office of Trustees.
12. **Charter Hall Roofing Project** – To receive an update and consider any actions arising. Confidential contractual items will be considered within Part 2 later in the meeting.
13. **Community Governance Boundary Review** – To consider an update in relation to the process for the boundary amendment, including the creation of a working group and a suggestion from Cllr Vachon, WDBC, that he facilitates a joint working group of the two councils.
14. **Transportation Links** – To consider a report from Cllr Bird in relation to provision of cycle spaces on trains and coach parking
15. **Okehampton Area Appraisal and Management Plan** – To consider correspondence from WDBC in relation to the consultation and an invitation for two Councillors to work with them to review the draft document. Councillors will need to be available during the day for a programme of dates to be received.
16. **WDBC Public Space Protection Order Consultation** – To consider a response to the consultation and the incorporation of a town wide PSPO in Okehampton as requested by the Police Neighbourhood Team Leader, see attached report. The aim being to assist the policing of anti-social behaviour in relation to incidents linked to alcohol and the implementation of dispersal powers covering the town centre and retail areas.
17. **BT Phone Box Removal** – To note that despite the Council's objection the phone box at the junction of Station Road and Tors Road will be removed in September 2024.
18. **Finance and Governance** –
  - 17.1 **Payments** - To resolve payment of the invoices in accordance with the schedule and ratify payments made by delegated authority and with the agreement of Cllrs Ireland and Marsh since the meeting of the Council on 22<sup>nd</sup> April.
  - 17.2 **Bank Signatories** - To review bank account signatories and those authorised to make online payments.

- 17.3 Budget Workshops** – To note that workshops will be held in the autumn prior to commencement of the budget setting process for 2025/26.
- 17.4 Rollover of funds from 2023/24 to 2024/25 Budget** – To resolve to approve the rollover of funds in accordance with the report and as considered within the budget setting process for 2024/25.
- 17.5 Virement, Town Centre Business Grant Initiative** – To resolve the virement of £2,896 that being the balance in the grant budget 2023/24 year end, from general reserves to a new heading for the initiative
- 17.6 Financial Checks** - Nomination of a Member to undertake monthly Council financial checks including bank reconciliations and BACS payments.
- 17.7 Asset Audit** - Nomination of a Member to undertake an audit of elements of the assets held by the Council including regalia, silverware and paintings.
- 18. Policies and Documents** - To resolve to approve the following policies as recommended by the Policy & Resources Committee, previously circulated:
- Financial Regulations
  - Financial Risk Assessment & Management
  - Treasury and Investment Policy
  - Reserves Policy
  - Standing Orders
- 19. 2023/24 Year End Reports and Audits**
- 19.1 End of Year Bank Reconciliation/Balance Sheet** – To consider and approve the bank reconciliation/balance sheet for the year ended 31<sup>st</sup> March 2024.
- 19.2 Internal Audit Certificate and Report** – To consider the 2023/24 year end certificate and report
- 19.3 AGAR Section 1 - Annual Governance Statement 2023/24** – To consider and resolve to approve the annual governance statement.
- 19.4 AGAR Section 2 - Accounting Statements 2023/24** – To consider and resolve to approve the accounting statements.
- 19.5 Electors' Rights** – To resolve to approve the dates for the exercise of Electors Rights those being Monday 3<sup>rd</sup> June to Friday 12<sup>th</sup> July 2024 as recommended
- 20. Internal Auditor Appointment for 2024/25** – To resolve to ratify the appointment of IAC Audit and Consultancy as the council's internal auditor for the third of a three-year agreement which commenced in the 2022/23 year at the cost of £770 p/annum.
- 21. Council Events** – To note the upcoming events:
- **6<sup>th</sup> June, 80<sup>th</sup> Anniversary of D-Day** – Joint event with Okehampton Hamlets Parish Council from 5pm at Okehampton Show Ground
  - **20<sup>th</sup> June, Network Rail Presentation** - 10am in the Council Chamber, Town Hall
- 22. Staffing, Caretaker Role** – To note a fixed term position has been advertised to cover long term sick leave as resolved by the Policy & Resources Committee
- 23. Civic Diary Report** – To note events attended by the Mayor.
- 24. Reports of Council Working/Task & Finish Groups** – To note reports from Members:
- 24.1 Climate Change** – Cllrs Leech and Weekes
- 24.2 Charter Hall Roof Replacement** – Cllrs Colman, Leech and Fisher
- 25. Reports on Current Activities by Community Groups with Town Council Representation**
- 25.1 Neighbourhood Plan Group** – Cllrs Colman and Weekes
- 26. Members' Reports and Items for Agendas** - To receive reports from Members
- 26.1 Business Improvement District Steering Group** – Cllr Tolley
- 26.2 Okehampton Hospital** – Cllr Richards

**26.3 Rural Market Town Group – Cllrs Colman and Leech**

**PART TWO – CONFIDENTIAL ITEMS**

- 27. 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.’**
- 28. Charter Hall Roofing Project** – To receive an update and consider any actions arising in relation to contractual matters
- 29. Staffing Matters** – In order to address workload concerns, consideration of the following recommendations from the Policy & Resources Committee:
- a. That no new projects or services unless essential are approved to limit further pressures of existing staff and that any proposals include full consideration of resources required, including staff time and budget.
  - b. The employment of an additional member of staff initially on a fixed term 2-year contract in the role of Facilities/Property Manager, or similar, for a minimum of 26 hours p/week.
  - c. Review of all job descriptions and evaluation to facilitate the new role

To resolve to exit Part 2, ratify decisions made therein and re-admission of the Press and Public