



Okehampton Town Council

Town Hall
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Okehampton
Devon
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Emma James
Town Clerk

21st October 2024

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 28th October 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.

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 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 **Planning Committee** meetings held 1st July, 19th August and 9th September 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 meeting held on 30th September 2024.
10. **Notice of Co-option** – To note following confirmation by WDBC the vacancy on the North Ward can be filled by co-option. Closing date for applications is 6th December 2024, Co-Option to be considered at the meeting of Full Council on 16th December 2024.
11. **Meetings, Projects and Consultations**
 - 11.1 **Community Governance Boundary Review** – To consider actions following a meeting with WDBC on 21st October 2024
 - 11.2 **Pulse Smart Hub Presentation** – To view a [video](#) and consider the potential installation of hubs in Okehampton
 - 11.3 **Devon Towns: Nature Towns & Cities Fund** – To consider a request from DCC in relation to the potential for a joint bid to the Heritage Lottery Fund's Nature and Cities fund, see report
12. **Finance and Governance** –
 - 12.1 **Payments** - To resolve payment of invoices in accordance with the schedule
 - 12.2 **Internal Audit** – To consider the internal auditors report and actions
13. **Peer Review** – To consider a proposal by Cllr Marsh that the Council undertakes a [Peer Review](#)
14. **Freedom of Information Request** – To note a request for information has been received about Okehampton Parkrun
15. **Events**
 - 15.1 **Remembrance Parade and Service** – Sunday 10th November 2024
 - 15.2 **Edwardian Evening and Mayors Carols** – Thursday 5th December 2024
 - 15.3 **Council Christmas Informal Social Event** – To note that a social event is being held on Wednesday 11th December 2024, at no cost to the Council - Councillors to 'bring a plate'. To consider inviting Okehampton Hamlets Parish Council.
 - 15.4 **Meetings between Okehampton Town and Hamlets Parish Councils** - To note that meetings of the Mayor/Chair and Clerks of the two councils is being reestablished
16. **Council Office Arrangements** – Council to note arrangements for office opening hours and staff availability during Clerk's holiday in November, whilst recruitment for a Finance Officer is in progress and the Christmas/New Year period will be circulated to Members
17. **Civic Diary Report** – To note events attended by the Mayor.

18. **Reports of Council Working/Task & Finish Groups** – To note reports from Members:
 - 18.1 **Climate Change** – Cllrs Leech and Weekes
 - 18.2 **Charter Hall Roof Replacement** – Cllrs Colman, Leech and Fisher

19. **Members' Reports and Items for Agendas** - To receive reports from Members
 - 19.1 **Business Improvement District** – Cllr Tolley
 - 19.2 **Neighbourhood Plan Group** – Cllrs Colman and Weekes
 - 19.3 **Okehampton Hospital** – Cllr Richards
 - 19.4 **Rural Market Town Group** – Cllrs Colman and Leech
 - 19.5 **Transition Town Okehampton** – Cllr Cummings
 - 19.6 **DCC Regeneration Board** – Cllr Tolley