



Okehampton Town Council

Town Hall
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Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

9th December 2024

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 16th December 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 **Parks Committee** meetings held 9th September and 2nd December 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 25th November 2024.
10. **Co-option** – To note that no applications have been received and the vacancy will remain open for consideration of applications at future meetings.
11. **Meetings, Projects and Consultations**
 - 11.1 **Community Governance Boundary Review** – To consider any update available.
12. **Simmons Homes Charity** – Following a resignation the Council is requested to nominate a Trustee to the Charity for the period of 4 years from the date of appointment.
13. **Finance and Governance** –
 - 13.1 **Payments** - To resolve payment of invoices in accordance with the schedule
 - 13.2 **Virement** – To resolve to approve the virement of £1,500 from the Charter Hall Roofing work nominal code (4040/202) to the Charter Hall Roofing Work EMR (352) to cover the final site inspection, rectification work, issuing of final documentation and certification by Place Architects in 2025
 - 13.3 **2025/26 Budget** – To consider the draft budget and precept requirement for final approval by the Council on 20th January 2025.
14. **Staffing Matters** – To receive an update from the Policy & Resources Committee in relation to the appointment of a Finance Officer.
15. **Civic Diary Report** – To note events attended by the Mayor.
16. **Reports of Council Working/Task & Finish Groups** – To note reports from Members:
 - 16.1 **Climate Change** – Cllrs Leech and Weekes
17. **Reports on Current Activities by Community Groups with Town Council Representation**
 - 17.1 **Neighbourhood Plan Group** – Cllrs Colman and Weekes
18. **Members' Reports and Items for Agendas** - To receive reports from Members
 - 18.1 **DCC Regeneration Board** – Cllr Tolley
 - 18.2 **Business Improvement District** – Cllr Tolley
 - 18.3 **Okehampton Hospital** – Cllr Richards
 - 18.4 **Rural Market Town Group** – Cllrs Colman and Leech
 - 18.5 **Transition Town Okehampton** – Cllr Cummings

PART TWO – CONFIDENTIAL ITEMS

19. **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.’

20. **Simmons Park Riverbank Maintenance** – To resolve to ratify a recommendation from the Parks Committee in relation to the acceptance of a quotation for repair work

21. **Okehampton Hospital** – To note correspondence marked ‘private and confidential’ from Buckingham Palace in response to a letter sent to King Charles III