



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James

24th March 2025

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 31st March 2025 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 **Policy & Resources Committee** meetings held 6th and 20th January 2025, 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 **Parks Committee** meeting held 9th 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 meetings held on 24th February and 17th March 2025.
10. **English Devolution White Paper** – To consider any updates
11. **Projects and Consultations**
 - 11.1 **Community Governance Boundary Review** – To consider feedback and information from the meeting held with Okehampton Hamlets Parish Council and West Devon Borough Council on 12th March 2025
 - 11.2 **Pulse Hub Project** – To consider and resolve that the Council or BID, if they are willing, become the gatekeeper, the role being to manage the local 'free' advertising
 - 11.3 **Public Space Protection Order** – To note that a new PSPO designed to prevent problems arising from excessive drinking within Okehampton has been approved by WDBC
12. **Neighbourhood Plan** – To consider information received during recent meetings/presentations and any action to be taken.
13. **Finance and Governance** –
 - 13.1 **Payments** - To resolve to approve the schedule of payments
 - 13.2 **Effectiveness of Internal Controls** – To consider a report from the Policy & Resources Committee following a review of the effectiveness of the Council's internal controls.
 - 13.3 **2024/25 Internal Audit** – To review the internal audit report from 5th March 2025, consider the observations made and actions taken, noting that the final internal audit for 2024/25 has yet to be completed.
 - 13.4 **Asset Register** – To review and resolve to approve the asset register as at 31st March 2025 including additions and disposals subject to agenda item 24
 - 13.5 **2025/26 Meeting Schedule** - To resolve to approve the schedule of meetings and event dates for the 2025/26 Mayoral year
 - 13.6 **Peer Review** – To note that NALC will not undertake corporate peer challenges for councils who are not a member of their super-council network (precept of over £1m or annual turnover of over £1.5m) or have achieved Gold status in the Local Council Award Scheme
 - 13.7 **Action Plan** – To note that an informal meeting will be arranged to take place in April to progress the creation an annual action plan for the 2025/26 mayoral year.

14. Policies and Documents

14.1 Policies - To resolve to approve the following documents as recommended by the Policy & Resources Committee:

- a) Civic/Council Protocol
- b) Delegation Scheme
- c) Internal Control Statement

14.2 Committee Terms of Reference – To resolve to approve the Terms of Reference for the 2025/26 Mayoral Year, as recommended by the relevant committees:

- a) Property Committee
- b) Parks Committee
- c) Planning Committee
- d) Policy & Resources (P&R) Committee
- e) Personnel Sub-Committee (reports to P&R)

14.3 Working Group Terms of Reference – To consider approval of a generic ToR covering all groups

15. Civic

15.1 Diary Report – To note events attended by the Mayor.

15.2 Mayor's Cadet – To note that the Devon Army Cadet Force is no longer supporting the appointment of a Mayor's Cadet

16. Reports of Council Working/Task & Finish Groups – To note reports from Members:

16.1 Climate Change – Cllrs Leech and Weekes

17. Council External Representatives

17.1 Review – To note that the groups and organisations who currently have a nominated Councillor Representative are be requested to reaffirm their requirement prior to the Nominations Meeting in April

17.2 Twinning Association – To consider a request from Cllr Weekes to be considered as representative to the Twinning Association

18. Reports on Current Activities by Community Groups with Town Council Representation

18.1 Neighbourhood Plan Group – Cllrs Colman and Weekes

19. Members' Reports and Items for Agendas - To receive reports from Members

19.1 DCC Regeneration Board – Cllr Tolley

19.2 Business Improvement District – Cllr Tolley

19.3 Okehampton Hospital – Cllr Colman

19.4 Rural Market Town Group – Cllrs Colman and Leech

19.5 Transition Town Okehampton – Cllr Cummings

PART TWO – CONFIDENTIAL ITEMS

20. 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.'

21. Office Refurbishment – To consider a quotation for replacement of the kitchen unit in the Market Street Office, and for flooring if available.

22. Riverbank Repair Tender – To resolve to approve a recommendation for the acceptance of a tender from the Parks Committee and associated virement of funds from general reserves to the relevant budget

23. **Simmons Park Charity and Leases** – To consider an update, Solicitors advice, the Council's status as Sole Trustee and the potential impact on leases
24. **Heritage** – To consider a report from Cllr Leech