

Okehampton Town Council
31st March 2025
Meeting Report

| | |
|--------------|-----------------------------|
| Date: | 20 th March 2025 |
| Name: | Emma James |

12. Neighbourhood Plan – To consider information received during recent meetings/presentations and any action to be taken.

Note that a request for permission to include the area within the boundary of Okehampton Hamlets Parish Council that will change to the Town in 2027 was considered at a meeting on 4th March was considered but has not yet been approved.

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.

Review of Effectiveness of Internal Controls – March 2025

| Internal Control Measure | Explanatory Commentary | Current Practice and areas for development |
|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Standing Orders and Financial Regulations in place and up to date. | The authority needs to have Standing Orders and Financial Regulations governing how it operates. Financial Regulations need to incorporate provision for securing competition and regulating the way tenders are invited. These need to be regularly reviewed, fit for purpose, and adhered to. | The Policy & Resources Committee will review the new model Financial Regulations, as prepared by the National Association of Local Councils, in March 2025 and make recommendation to Council for adoption in May 2025. Standing Orders were re-adopted in March 2024 and will be reviewed in March 2025. |
| Safe and Effective arrangements to Safeguard Public Money. (Including the segregation of duties) | A council needs to have practical and resilient arrangements covering making payments, and handling receipts. Authorities need to have in place safe and efficient arrangements to safeguard public money. | Procedures for the safe and effective safeguarding of public money are set out in Financial Regulations. The Council’s Financial Regulations are clear, transparent and easy to follow. For example, the document clearly sets out the delegated authority of the Clerk, Committees and ultimately the Council. The system is robust and transparent for staff, members and residents. The new version due for consideration and adoption by the Council in May 2025 will include delegation to other Officers. The payment of invoices is made in line with Financial Regulations. |

| | | |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>Dual authority is required for all payments and all payments are reported to council for approval. The Finance Officer or Clerk sets up the payment and a councillor authorises; a small risk of error or fraud still exists.</p> <p>The Council should consider if this Internal Control measure is adequate.</p> |
| Effectiveness arrangements to manage the Council's finances. | <p>Every authority needs to arrange for the proper administration of its financial affairs and ensure that one of its officers (the RFO) has formal responsibility for those affairs</p> | <p>At Okehampton Town Council, the Clerk has been appointed as the RFO. The Clerk is CiLCA qualified and working towards the Community Governance degree at Level 6 having successfully completed Levels 4 and 5.</p> <p>The Finance Officer is in the process of completing FiLCA.</p> |
| Regular Financial Reporting | <p>Regular financial reporting is needed to allow members to scrutinise expenditure and ensure that money is being spent in line with council budgets and policy.</p> <p>The bank reconciliation is the key document in managing the council's funds. It is a requirement of the current model financial regulations that bank reconciliations be prepared regularly, approved by members and signed as part of the regular minute record.</p> <p>Regular budget reports detailing expected and actual expenditure against budget are also required.</p> | <p>The Policy and Resources Committee meet approximately bi-monthly. Monthly comprehensive financial management reports are provided to every meeting. This includes:</p> <ul style="list-style-type: none"> • Budget Report • Bank Reconciliation • Reserves <p>A schedule of payments, as necessary, is considered by all committees and full council in accordance with Committee Terms of Reference. This includes BACS and cheque payments, direct debits, standing orders and any payments made by debit card held by the Clerk.</p> |
| Risk Management | <p>As a minimum, an authority must identify and assess risks and address those identified risks by mitigating or managing them. The Council undertake assessments of risk throughout the year including but not limited to projects, reserves it holds and risks to income.</p> | <p>The Council reviews its Financial Risk Assessment at least annually in May and other risks throughout the year.</p> <p>The Council's precept for 2025/26 is £457,313. As such the Council is not covered by the Financial Services Compensation Scheme. The council have recognised this and mitigate the risks by and</p> |

| | | |
|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | spreading funds across banks in accordance with its policies including the Treasury and Investment Policy & Strategy. |
| Internal Control Regular Review | <p>In addition to completing an annual review of Internal Controls it is helpful for councils to have a system of regular review and scrutiny in place. This ensures existing financial controls are being adhered to and helps identify areas for development at an early stage.</p> <p>Simple checks conducted by members, can provide reassurance to a council and other stakeholders that Internal Control measures are adhered to.</p> | <p>The Council nominates a Member annually to undertake monthly audits of its bank reconciliations and other financial transactions, including petty cash. These checks are reported to meetings of the Policy & Resources Committee.</p> <p>Payments are approved at meetings of the council or its committees. Any payments made outside of this in accordance with delegated powers are reported to the next meeting.</p> |
| Audit and Independent Review | <p>The Internal Audit is in place to check that processes are being followed, and the External Audit ensures transparency and that financial statements are produced correctly.</p> | <p>IAC Audit and Consultancy have been appointed by the Council to undertake internal audits twice yearly. 2024/25 is the last of a three-year agreement and will be reviewed by the council following the year end audits.</p> <p>All reports from both the internal and external auditors are reviewed by the council and action taken as necessary to address issues or recommendations raised. The reports are published on the council's website.</p> |
| Training and Awareness | <p>Staff and members should understand their role and responsibilities in relation to financial control</p> | <p>A stakeholder survey could be used to identify any training needs of staff and Members. "Training" could include briefings from the Clerk, reading "The Good Councillors Guide to Finance" as well as formal training sessions. A survey will be undertaken in the 2025/26 financial year, see example at Appendix A.</p> |
| Transparency and Communication to the Public | <p>Councils should regularly communicate financial information to the public. This could be by publishing information in a newsletter or the website.</p> | <p>Information on the Town Council website is comprehensive and up to date.</p> |

Appendix A

Review of Internal Controls – Stakeholder Feedback

This survey should be completed anonymously but if you feel this survey has highlighted any training needs or knowledge gaps please speak to the Clerk.

About you and your role at the council

1. What is your role at the council?
 - a. Officer
 - b. Councillor
2. If you are a councillor, do you have any special responsibilities e.g. Mayor/Deputy Mayor or chair of a committee (Please specify)
3. Are you a bank signatory
Yes No
4. Have you undertaken any training for your role as a Town Councillor?
 - a. Yes, and it has improved my understanding of my role
 - b. Yes, but I am still unclear on my responsibilities
 - c. No, but I have a clear understanding of my role
 - d. No, and I think training would assist me
5. Have you undertaken any specific training on Local Council Finance or Internal Audit?
 - a. Yes, and it has improved my understanding of my role
 - b. Yes, but I am still unclear on my responsibilities
 - c. No, but I have a clear understanding of my role
 - d. No, and I think training would assist me
6. How would you rate your understanding of the following documents, policies and processes

| | Very Good | Good | Fair | Poor |
|-------------------------------------------------|-----------|------|------|------|
| Financial Regulations | | | | |
| Bank Reconciliation | | | | |
| Risk Assessments | | | | |
| The Council's Budget | | | | |
| The Annual Governance and Accountability Return | | | | |
| Payment Controls | | | | |

7. How helpful do you find the reports from your Internal Auditor
 - a. Very helpful they have helped us improve our systems and services
 - b. Somewhat helpful they have highlighted areas we need to consider
 - c. Neither helpful nor unhelpful the reports ensure we meet our statutory requirements
 - d. I am not familiar with the Internal Auditors reports
8. Do you have any other comments to make?

If you have identified any training needs, please either provide your name on this document or speak to the Town Clerk so that these can be addressed.

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.

Emma James
Town Clerk
Okehampton Town Council
Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

12th March 2025

Dear Emma,

Interim Internal Audit (Second Audit)

An audit was carried out by Kevin Rose on Wednesday 5 March 2025. This was the second internal audit, following on from previous audit on 8 October 2024

The audit was undertaken using the standard IAC Audit Checklist, that we use for all Local Councils, which has 208 items. A total of 40 items were tested during this audit in addition to the 116 tested at the first audit and pre-audit. The balance of 52 items will be checked during the Year End audit which will be carried out off-site.

The following 'Internal Control Objectives' of the Annual Internal Audit Report (part of the AGAR) were checked and confirmed as being Not Applicable to your Council for this financial year.

-Exemption from External Audit (Box K)

-the Transparency Code (for Smaller Authorities) (Box L)

Areas subject to audit were;

-the Payment system (Box B)

-Risk and insurance (Box C)

-Budget and precept setting and monitoring (Box D)

-Income billing, collection and VAT (Box E)

-Payroll (Box G)

-Assets and investments (Box H)

-Bank reconciliations (Box I)

-Accounting Statements (Box J)

-Trust Funds (Box O)

Of the 35 applicable items tested a Positive response was obtained in respect of 35 tests. I am pleased to confirm that there were no Negative responses. 3 Observations were made, details of which are set out in the attached Interim Internal Audit Observations.

Summary of tests undertaken during this audit

| | |
|--------------------------------|-----------|
| Positive response | 35 |
| Negative response | - |
| Not Applicable to your Council | 5 |
| Total tests carried out | 40 |

I am pleased to advise that no 'Non-Compliances' were identified at this stage that would give rise to a negative response on the statutory Annual Internal Audit Report.

I would like to express my thanks for the assistance and hospitality provided to me during my audit.

Yours sincerely,

Interim audit (Visit 2) summary Okehampton Town Council

(shaded Internal Control Objectives are not applicable to your Council)



Audit 2 Date 5 March 2025

| Internal Control Objective | N/A | Tested | Positive | Negative | Observations | Non Compliance |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------|----------|----------|--------------|----------------|
| Box A <i>Appropriate accounting records have been properly kept throughout the financial year.</i> | - | - | - | - | - | - |
| Box B <i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i> | - | 6 | 6 | - | 1 | - |
| Box C <i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i> | - | 3 | 3 | - | - | - |
| Box D <i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i> | 1 | 2 | 1 | - | - | - |
| Box E <i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i> | 1 | 1 | - | - | - | - |
| Box F <i>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i> | - | - | - | - | - | - |
| Box G <i>Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</i> | 2 | 17 | 15 | - | 1 | - |
| Box H <i>Asset and investments registers were complete and accurate and properly maintained.</i> | - | 1 | 1 | - | 1 | - |
| Box I <i>Periodic bank account reconciliations were properly carried out during the year.</i> | 1 | 5 | 4 | - | - | - |
| Box J <i>Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</i> | - | 1 | 1 | - | - | - |
| Box K <i>If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i> | - | - | - | - | - | - |
| Box L <i>The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.</i> | - | - | - | - | - | - |
| Box M <i>The authority, during the previous year (2023/24) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i> | - | - | - | - | - | - |
| Box N <i>The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).</i> | - | - | - | - | - | - |
| Box O <i>(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee</i> | - | 4 | 4 | - | - | - |
| Totals | 5 | 40 | 35 | - | 3 | - |

Okehampton Town Council
Financial Year 2024-25

Visit 2 Internal Audit Observations

B *This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.*

| No. | Audit Test | Response | Observation | Recommendation | Priority | Comments |
|-----|--------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|
| 1 | Can bank payment transactions be traced to source documents ? (Year End) | Yes | <p><i>The practice at the Council is for payments to be approved (either through Committee or Full Council) prior to payments being made. At present it is not practice for the Minutes of the meeting to formally record the value of the payments approved - they simply record that payments are approved. This makes it difficult to verify that all payments were formally approved.</i></p> <p><i>It was noted that the payment listing has provision for the Minute Reference to be recorded, but this is not currently done.</i></p> | <p>The Council to consider including in the Minutes of the relevant meeting the total value of the payments approved at that meeting which should agree to the total of the payment listing.</p> <p>The Council to ensure that the Minute Reference is recorded on the payment listings.</p> | High | |

G *Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

| No. | Audit Test | Response | Observation | Recommendation | Priority | Comments |
|-----|--------------------------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|
| 1 | Salaries paid agree with those approved by the council | Yes | <p><i>It was noted that salary paid to a new member of staff did not include the first day of work. This was due to an incorrect computation of the number of days worked in the month.</i></p> | <p>The Council to review the salary paid and verify whether it was correct. If necessary the Council to arrange payment of the underpaid amount.</p> | High | |

H *Asset and investments registers were complete and accurate and properly maintained.*

| No. | Audit Test | Response | Observation | Recommendation | Priority | Comments |
|-----|-------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|
| 1 | There is a register of owned assets | Yes | <p><i>The Council has been undertaking a detailed review of the Simmons Park Charity. As part of this review the Council has reviewed the legal ownership of the land held at Simmons Park (which is split into multiple different parcels of land) and it now appears that some of the land, which was previously believed to belong to the Charity may, in fact, belong to the Town Council.</i></p> <p><i>This is currently subject to ongoing legal review.</i></p> | On conclusion of the legal review the Council to update and, if necessary restate the asset register to include any land previously recorded as belonging to the charity. | High | |

Actions taken since the audit in relation to the above listed observations are as follows:

- 1) Amount for BACS payments are being included within the minutes and the minute reference is being added to the schedule of payments
- 2) Underpayment has been corrected within March' Salary
- 3) For consideration of the Council

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

Asset Register Additions & Disposals 2024/25

| Description of Asset | Location | Acquisition Date | Additions £ | Disposals £ | Notes |
|----------------------------------------------|---------------|------------------|-------------|-------------|-----------------------|
| Play Equipment | | | | | |
| Play Tractor | Simmons Park | Jun-24 | £ 19,650 | | |
| Climber Pole | Simmons Park | | | £ 1,137 | Disposed June 2024 |
| Rocker See-saw | Simmons Park | | | £ - | Disposed June 2024 |
| Typhoon | Simmons Park | | | £ 5,763 | Disposed April 2025 |
| Typhoon (HAGS Groupswing Stratus HAG8000758) | Simmons Park | Apr-24 | £ 5,180 | | |
| Street Furniture | | | | | |
| Picnic Bench | Behind Lidl's | 02/08/2024 | £ 995 | | |
| Wildlife Boards | Simmons Park | | £ 1,226 | | |
| Christmas Lights | | | | £ 23,717 | Disposed March 2025 |
| Parks Equipment/Machinery | | | | | |
| Pond pump | Simmons Park | | | £ 7,662 | Disposal Summer 2024 |
| Quick Hitch | | | | £ 3,100 | unknown disposal date |
| Strike Roller | | | | £ 1,750 | unknown disposal date |
| Charter Hall | | | | | |
| 4ft Round Folding Tables x 10 | Charter Hall | 31/07/2024 | £ 2,600 | | £260 each |
| Round folding tables x 10 | Charter Hall | 31/07/2024 | | £ 1,000 | |
| Town Hall | | | | | |
| Laptop, docking station and monitor | Town Hall | 28/01/2025 | £ 986 | | |
| | | | £ 30,637 | £ 44,129 | Totals |

Okehampton Town Council
Asset Register
31st March 2026

| Serial | Description of Asset | Location | Acquisition Date | Annual Return 2023/2024 | Additions £ | Disposals £ | Annual Return 2024/2025 | Insurance Value (2024/25) | Valuation £ | Valuation Date | Useful Life Estimate | Notes |
|----------------------------------------|--------------------------------------------------|-------------------------------------|------------------|-------------------------|-------------------|-------------------|-------------------------|---------------------------|----------------------|----------------|----------------------|-------------------------------------|
| Land and Buildings | | | | | | | | | | | | |
| 1a | Town Hall/Charter Hall | Fore St/Market St | 1974 | £5,287,208 | | | £5,287,208 | £3,643,000 | £3,643,000 | 15/10/2024 | | Grade II Listed (Town Hall) |
| 1b | Market Hall (Cinema) | Market Street | 1974 | £2,357,399 | | | £2,357,399 | £2,218,000 | £2,218,000 | 15/10/2024 | | |
| 1c | Lower Market Hall (shop/offices) | Market Street | 1974 | £212,799 | | | £212,799 | £579,000 | £579,000 | 15/10/2024 | | |
| 2 | Granite Shelter | Simmons Park | 1907 | £9,115 | | | £9,115 | £38,000 | £38,000 | 15/10/2024 | | |
| 3 | Mayor's Shelter | Simmons Park | 2002 | £22,440 | | | £22,440 | £29,000 | £29,000 | 15/10/2024 | | |
| 3a | Timber Shelter | Simmons Park | u/k | £0 | | | £0 | £26,400 | £26,400 | 15/10/2025 | | Added to asset register |
| 4 | Park Keepers Office | Simmons Park | 2002 | £30,856 | | | £30,856 | £79,000 | £79,000 | 15/10/2024 | | |
| 5 | Tin Workshop | Simmons Park | | £30,856 | | | £30,856 | £57,000 | £57,000 | 15/10/2024 | | |
| 6 | Millennium (Jubilee) Bridge | Simmons Park | 2002 | £0 | | | £0 | £43,000 | £43,000 | 15/10/2024 | | Transferred to Simmons Park Charity |
| 7 | Pond Pumps | Simmons Park | 2002 | £7,662 | | £7,662 | £0 | £12,770 | £8,606 | 01/04/2019 | | |
| 8 | Band Stand | Simmons Park | 2009 | £63,275 | | | £63,275 | £44,000 | £44,000 | 15/10/2024 | | Near Parklands Leisure Centre |
| 8a | Band Stand | Simmons Park | 30/07/2023 | £11,324 | | | £11,324 | | | | | |
| 9 | Clapps Wood | Off Westbridge Street | 2011 | £6,703 | | | £6,703 | | | | | |
| 10 | Okehampton Cemetery | Land off South Church Street | 20/06/2006 | £4,000 | | | £4,000 | | | | | |
| 11 | Skate Park/BMX Track | Off North Street | | £1 | | | £1 | | | | | |
| 12 | Fairplace Toilets | St James Street | 01/04/2019 | £1 | | | £1 | £110,000 | £110,000 | 15/10/2024 | | Transferred from WDBC |
| 13 | Fairplace Gardens | St James Street | 01/04/2019 | £1 | | | £1 | | | 01/04/2019 | | Transferred from WDBC |
| 14 | Land at Westbridge | West Street | 01/04/2019 | £1 | | | £1 | | | 01/04/2019 | | Transferred from WDBC |
| 15 | Land Behind Lidl | | 01/04/2019 | £1 | | | £1 | | | 01/04/2019 | | Transferred from WDBC |
| 16 | Naturalistic Bridges x 2 | Simmons Park | | £0 | | | £0 | £140,000 | £140,000 | 15/10/2024 | | Transferred to Simmons Park Charity |
| 17 | Land adjacent to Pig Bridge and the Bridge | N East of The Coach House, EX20 1EH | 25/03/2002 | £150 | | | £150 | | | | | Title No. DN460293 |
| 18 | Leased to Waitrose (DN454454) | School Way | | £1 | | | £1 | | | | | |
| 19 | Jim the Walker Statue | 11 St James Street | 2003 | £8,850 | | | £8,850 | £30,560 | | | | |
| | | | | £8,062,848 | £0 | £7,882 | £8,044,881 | £7,048,730 | £7,016,008 | | | |
| Investments | | | | | | | | | | | | |
| 20 | Tamar Energy Community (5000 shares @ £1p/share) | | 27/10/2021 | £6,000.00 | £0.00 | £0.00 | £6,000.00 | | £6,000.00 | 31/01/2025 | | Invested amount |
| Contents Vehicles and Equipment | | | | | | | | | | | | |
| 21 | Furniture, Tools, Equipment and IT | Town Hall and Charter Hall | | £95,032 | £3,586.00 | £1,000.00 | £97,618 | 96,822 | | | | Purchase of Safe |
| 22 | Furniture and Equipment | Parks Office | | £225 | | | £225 | 5,075 | | | | |
| 23 | Garden machinery and equipment | Simmons Park | | £520 | | | £520 | 16,464 | | | | |
| 24 | Play Equipment | Simmons Park & Parklands | | £250,474 | £24,830.00 | £6,900.00 | £268,404 | 318,163 | | | | |
| 25 | Telephone Kiosk | Simmons Park | 13/10/2011 | £1 | | | £1 | | | | | Type 6 Kiosk |
| 26 | Vehicles and Attachments | Simmons Park | | £40,115 | | £4,850.00 | £35,265 | 2,072,388,500 | | | | |
| 27 | CCTV System | Simmons Park and Town | | £36,721 | | | £36,721 | 99,891 | £0.00 | | | |
| 28 | Street Furniture | | | £6,638 | £2,221.00 | | £8,859 | | | | | Benches/Picnic Bench |
| 29 | Christmas Lights | | 0ep-21 | £23,717 | | £23,717.00 | £0 | 33,015 | £200.00 | 31/01/2025 | 2025/26 | |
| | | | | £463,442 | £30,837.00 | £38,487.00 | £447,812 | 2,072,867,890 | £200.00 | | | |
| Community Assets | | | | | | | | | | | | |
| 30 | Regalia, Artifacts and Silverware | Town Hall | | £319,442 | | | £319,442 | £511,099 | £377,130 | Oct-23 | | Mayors Chain replacement value |
| 31 | Artwork (Paintings) | Town Hall | | £69,252 | | | £69,252 | £109,728 | £46,150 | Oct-23 | | |
| | | | | £388,694 | £0 | £0 | £388,694 | £620,827 | £423,280 | | | |
| | | | | £8,899,779 | £30,637 | £44,129 | £8,886,287 | 2,080,628,487 | £7,443,486.00 | | | |
| Leased Property | | | | | | | | | | | | |
| 34 | Market Street Toilets | Market Street | 01/12/2019 | | | | | £130,000.00 | £130,000.00 | Oct-24 | | Leased from WDBC |

13.5 2025/26 Meeting Schedule - To resolve to approve the schedule of meetings and event dates for the 2025/26 Mayoral year

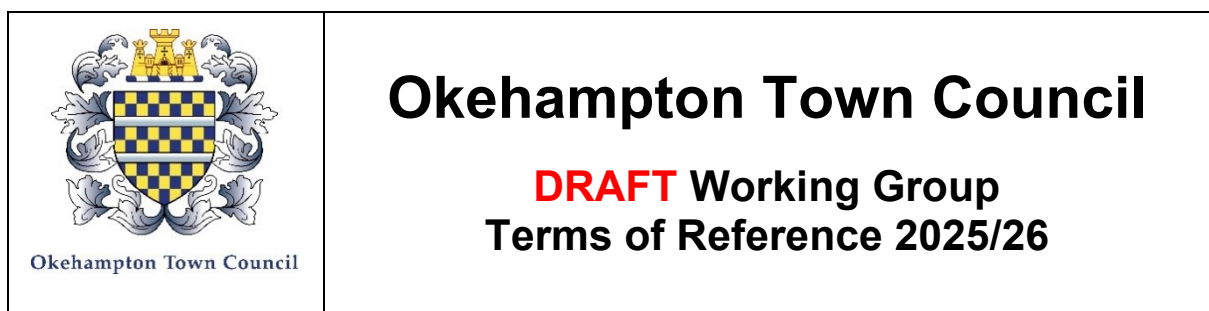
Okehampton Town Council
DRAFT Schedule of Meetings and Civic Events for the 2025/26 Council Year

| 2025 | Meeting | Officer |
|-----------------------|---------------------------------------------------------------|---------|
| 14 May (Wednesday) | Award Presentation and Mayor Choosing/Annual Council Meeting | |
| 19 May | Parks Committee | AH |
| 26 May | BANK HOLIDAY | |
| 2 June | Trustees (6.30pm) followed by Full Council | |
| 9 June | Policy & Resources Committee (Grants) | |
| 16 June | Property Committee | |
| 23 June | NO MEETING | |
| 30 June | Full Council | |
| 7 July | Planning (Tree) Training followed by Planning Committee | |
| 14 July | Parks Committee | AH |
| 21 July | Policy & Resources Committee | |
| 28 July | Full Council | |
| 4 August | Planning Committee | |
| 11 August | NO MEETING | |
| 14 August (Thursday) | Okehampton Show | |
| 18 August | NO MEETING | |
| 25 August | BANK HOLIDAY | |
| 8 September | Policy & Resources Committee | |
| 15 September | Full Council | |
| 22 September | HOLIDAY | |
| 29 September | Parks Committee | AH |
| 6 October | Property Committee | |
| 12 October (Sunday) | Civic Service | |
| 13 October | NO MEETING | |
| 20 October | Planning Committee | |
| 27 October | Trustees (6.30pm) followed by Full Council | |
| 3 November | Policy & Resources Committee (Grants) | |
| 9 November (Sunday) | Remembrance Sunday | |
| 10 November | Property Committee | |
| 17 November | Parks Committee | AH |
| 24 November | Full Council | |
| 1 December | Committee Budget Meetings followed by Planning Committee | |
| 4 December (Thursday) | Edwardian Evening (TBC) | |
| 8 December | Policy & Resources Committee | |
| 15 December | Full Council | |
| 22 December | NO MEETING | |
| 29 December | NO MEETING | |
| 2026 | | |
| 5 January | NO MEETING | |
| 12 January | Policy & Resources Committee | |
| 19 January | Full Council (Budget & Precept) | |
| 26 January | Planning Committee | |
| 2 February | Property Committee | |
| 9 February | NO MEETING | |
| 16 February | Parks Committee | AH |
| 23 February | Full Council | |
| 2 March | Policy & Resources Committee | |
| 9 March (Monday) | Commonwealth Day | |
| 16 March | Annual Town Assembly | |
| 23 March | Trustees (6.30pm) followed by Full Council (Insurance) | |
| 30 March | Planning Committee | |

| | | |
|--------------------|--------------------------------------------------------------|--|
| 6 April | BANK HOLIDAY | |
| 13 April | Policy & Resources Committee | |
| 20 April | Nominations Meeting (informal) | |
| 27 April | Full Council | |
| 4 May | BANK HOLIDAY | |
| 11 May | NO MEETING | |
| 13 May (Wednesday) | Award Presentation and Mayor Choosing/Annual Council Meeting | |

Council meetings generally commence at 7pm and are held in the Council Chamber of the Town Hall. Additional meetings will be called by the Clerk as required to consider applications as they arise and for other Committees or Full Council as the need arises.

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



Structure

One or two Working Groups will be set up annually for each of the four standing Committees. The Groups will report to those Committees.

These are non-decision-making groups who shall report and make recommendations to meetings of the relevant Committee or Council as and when necessary.

Notes from meeting will be taken and distributed to all Members along with meeting agendas.

Meetings will be arranged by the appointed Officer and will take place within their normal working hours, unless otherwise agreed by the Clerk in consultation with the relevant Officer to accommodate exceptional circumstances.

Membership

The core constitution of the Groups shall consist of between two and four Members of Okehampton Town Council and an Officer, as determined by the Clerk. If possible, one of the Members should be the Chair or Vice-Chair of the Committee. Members not on the Committee to which the Group reports can be appointed as one of the Members.

The Chairman of the Group shall be chosen from its Members.

Membership will be reviewed annually and appointments made throughout the year as needed by the Council or relevant Committee. Attendance will be recorded; regular non-attendance may result in a Member being replaced at the discretion of the relevant Committee or Council.

Aims and Responsibilities

The aim of the groups is to investigate, plan or arrange projects or events on behalf of, and as instructed by the Committee/Council.

Members cannot issue instructions, commit the Committee/Council to any action, or place orders – this must be undertaken by the Officer appointed to the group and may only be possible with authorisation from the Town Clerk or the relevant Committee/Council.

Working Groups

Working Groups fall within the remit of, and will report to Committees as follows:

Parks Committee

- Cemetery Management
- Projects – including:
 - BMX Track improvements
 - Putting Improvements

Planning Committee

- Neighbourhood Plan Steering Group (Note – If a Neighbourhood Plan is agreed by the Council, a specific ToR for this topic would be required, but the group would report to this committee)

Policy & Resources Committee

- Events - Including
 - D-Day 80th Anniversary

Property Committee

- Projects – Including:
 - Window Repair/Replacement
 - Climate Change

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

16.1 Climate Change – Cllrs Leech and Weekes

Okehampton Town Council Climate Change Working Group Meeting 19th March 2025, 10am Meeting Minutes

Present: Cllr Leech
Clerk

Absent: Cllr Weekes

Previous actions and potential future projects were reviewed and the following agreed:

1. Local Nature Plan

Under the Environment Act 2021, public authorities in England, including parish and town councils, are required to consider actions to conserve and enhance biodiversity. To comply with this duty, councils are encouraged to establish specific policies and objectives, which could be documented in a Biodiversity Policy. The Council has adopted a Biodiversity Policy in which a Local Nature Plan could be included.

Action – Clerk to work with the Admin Assistant and Park-Keeper in the drafting of a Local Nature Plan, initially concentrating on land that the council is responsible for.

2. No-Mow May

The Council already takes part in no-mow May with areas of formal side Simmons Park, Platts Meadow, grassed area adjacent to West Bridge Wildflower verge, part of skatepark

Action – Assistant Clerk to actively promote No-Mow May

3. Recycled Street Furniture

The Council has trialled the use of plastic recycled benched with limited success: the one provided in the picnic area behind Lidl was destroyed by fire, subsequently replaced with a metal bench.

No further action

4. Electric Vehicle Charging Points

The Clerk had registered a no obligation interest in a scheme run by DCC – LEVI for Parish & Community Car Parks. An update meeting had been held in early March and further information was expected in the coming months.

Action – Await further information

5. Energy Performance Certificates

Recommendations that had arisen from the certificates to be review by the Facilities Officer when appointed

Action – Facilities Officer

6. Waste Recycling

The Waste (England and Wales) Regulations 2011 have been updated and from 1 April 2025 businesses with 10 or more full time employees will have additional obligations. This requirement will apply to all businesses including local councils from 1st April 2027.

Action – Clerk to review in 2026.

7. Solar

Provision of Solar to be investigated by the Facilities Officer in due course

8. Plastic Free

Council policies to be reviewed and guidance to be issues to hirers of premises including outdoor spaces.

Action – Clerk/Assistant Clerk to prepare documents for consideration of the WG in July/August

9. Youth Council

To be invited to meet with the WG to talk through the possibilities

Action – Clerk to arrange a date in May or June

10. Community Emergency Plan

WG could review the plan in relation

Action – To be further considered