



Okehampton Town Council

Town Hall
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Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

3rd June 2024

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 10th June 2024 at 7pm in the Council Chamber, Town Hall, Okehampton.

Committee Membership consists of the following, other Members may attend but are unable to vote and are required to leave the meeting for confidential staffing related items of business:

Cllr J Yelland (Chairman)
Cllr L Bird
Cllr F Hart
Cllr C Marsh
Cllr S Weekes

Cllr A Fisher (Mayor)
Cllr R Colman (Chairman, Property)
Cllr T Leech (Chairman, Planning)
Cllr B Tolley (Vice-Chairman)

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 to the meeting point in Red Lion Yard and await further instructions.

Urgent items - items for information only can be brought to the attention of the Committee 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

- Chairman and Vice-Chairman** – To resolve to confirm the Chairman and Vice-Chairman of the Committee
- Apologies for Absence** - To receive apologies from those Members unable to attend
- 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.

4. **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.)
5. **Members' Questions** - To receive questions from Members regarding the workings of the Committee.
6. **Minutes** – To approve minutes of the Policy & Resources Committee meeting held on 15th April 2024.
7. **Grant Feedback** – To note feedback received from grant recipients:
 - 7.1 **Get Changed Theatre Company** for a grant of £300 awarded in October 2022.
8. **Grant Applications** – To consider the applications received:
 - 8.1 **Okehampton & District Twinning Association** for a grant of £350 towards the provision of activities and events during the visit to Okehampton in 2024
 - 8.2 **Okement Rivers Improvement Group** for a grant of £500 towards maintenance of the riverbanks, coppicing of vegetation and insurance costs.
 - 8.3 **Okehampton Hockey Club** for a grant of £500 towards the funding of new floodlights on the community all weather pitch at Okehampton College.
 - 8.4 **Okehampton Community Recreation Association** for a grant of £500 towards funding of a field in trust celebration and Sporting Sunday event in July
 - 8.5 **2443 (Okehampton) Squadron Royal Air Force** for a grant of £500 to support an adventure training activity for cadets.
 - 8.6 **All Saints Church Hall** for a grant of £500 towards the purchase of a commercial dishwasher
 - 8.7 **Ockment Centre** for a grant of £5,000 towards reception staffing costs
 - 8.8 **The Museum of Dartmoor Life and Tourist Information Point** for a grant of £3,500 towards the running costs of the Museum and £1,500 towards the Tourist Information Point
 - 8.9 **Okehampton Fairtrade Group** for a grant of £125 to support the fairtrade community enabling the town to maintain its fairtrade status.
 - 8.10 **Tor Support Services** for a grant of £3,000 to fund 56 counselling sessions
 - 8.11 **Okehampton Friendly Circle** for a grant of £500 towards the cost of a coach for the group's annual trip.
 - 8.12 **Royal British Legion Poppy Appeal** to approve a donation of £50 towards the 2024 appeal and wreath for the Remembrance Service
9. **Fixed Term Caretaker Vacancy** – To note the vacancy was advertised on 13th May and consider an update.
10. **Mace Bearer Registration Guild of Mace Bearers** – To resolve to approve the registration and annual membership subscription of both Mace Bearers with The Guild of Mace Bearers at the annual cost of £35 p/person
11. **Policies and Documents**
 - 11.1 **Policies** - To consider the following policies and make recommendation to Full Council:
 - Asset Register and Disposal Policy
 - Business Continuity Plan
 - Hosting of Foreign Visitors
 - 11.2 **Terms of Reference** - To review the following Terms of Reference and make recommendation to Full Council:
 - Policy & Resources Committee
 - Personnel Sub-Committee

12. Finance and Audits

12.1 Councillor Audits - Cllr Marsh to report upon recently undertaken Councillor audit of the bank reconciliations, online payments and Lloyds Debit Card transactions made since the last report.

12.2 Management Accounts - To consider, agree and adopt the management accounts (as circulated) for month ended 31st March 2024 (month 12) and 30th April 2024 (month 1)

12.3 Investments – To review financial investments including interest rates

12.4 Payment Schedule - To resolve to approve the payment schedule.

12.5 Budget Workshops – To note that a budget workshop to review the 2024/25 Property Committee budget and initial requirements for 2025/26 is taking place at 10am on Tuesday 27th August 2024.

13. Work Experience – To note that a student will be undertaking work experience in the office environment for three days during the first week of July.

14. Reports of Council Working/Task & Finish Groups – To receive reports from members of the groups:

14.1 80th Celebration of D-Day in 2024 – Cllrs Bird, Colman, Marsh, Weekes

15. Members' Reports and Requests for Agenda Items - To receive reports from Members attending other organisations on behalf of the Council

15.1 Citizens Advice - Cllr Leech

15.2 DALC, Larger Councils Sub-Committee – Policy & Resources Committee
Chairman and Town Clerk

15.3 Devon Climate Emergency Group – Cllr Bird

15.4 Fairtrade – Cllr Weekes

15.5 Police council Advocate Scheme, Northern Links and West Devon Matters
– Cllr Yelland

PART TWO – CONFIDENTIAL ITEMS

16. 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.'

17. Outstanding Balances – To receive and consider details of outstanding balances

18. Staffing Matters – To consider a report from the Clerk