



Okehampton Town Council

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Emma James  
Town Clerk

9<sup>th</sup> September 2024

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 16<sup>th</sup> September 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.**

**Please ensure mobile phones are turn off or to silent.**

#### **Business to be Transacted**

- 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.
- 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 Committee.
5. **Minutes** – To approve minutes of the Policy & Resources Committee meetings held on 10<sup>th</sup> June and 5<sup>th</sup> August 2024.
6. **Grant Feedback** – To note feedback received from grant recipients:
  - 6.1 **Ockment Centre** for the grant of £5,000 awarded in June 2024
  - 6.2 **Okement Rivers Improvement Group** for the grant of £500 awarded in June 2024
  - 6.3 **2443 Okehampton Air Cadets** for the grant of £500 awarded in June 2024
  - 6.4 **Citizens Advice Torridge, North, Mid & West Devon** for the grant of £5,000 awarded in 2023.
  - 6.5 **Meldon Viaduct Trust** for the grant of £500 awarded in November 2023
7. **Town Council Grants**
  - 7.1 **Grant Scheme** - To note that Okehampton Hockey Club have withdrawn their application to the Council for funding towards Floodlights, the full amount of funding having been secured.
  - 7.2 **Town Centre Business Grant Initiative** – To note that WDBC have contributed £5,792 to the scheme and the result of an application to DCC for £3,312 from their Regeneration Quick Win funding is awaited. The scheme has been advertised and applications will be considered at meetings of the committee.
8. **Okehampton Town Youth Council** – To receive, consider feedback from the Youth Council and consider any comments to feed back.
9. **Website** – To note that the website is being updated to ensure WCAG 2.2 accessibility requirements, which are changing in October 2024, are met
10. **Civic Regalia** – To consider future use of the Mayoral Chain and that of the Mayoress, including security arrangements and make recommendations to Full Council. Note – consideration of security arrangements may need to be referred to Part 2.
11. **Policies and Documents** –
  - 11.1 To consider the following policies and make recommendation to Full Council:
    - a) Co-Option Policy
    - b) Discretions Policy
    - c) Equality and Diversity Policy
    - d) Flexible Retirement
    - e) Recruitment
  - 11.2 To consider the following policies as reviewed by the Parks Committee and make recommendation to Full Council:
    - a) Snow and Ice
    - b) Wood/Logs
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 31<sup>st</sup> May 2024 (month 2), 30<sup>th</sup> June 2024 (month 3) and 31<sup>st</sup> July 2024 (month 4)
  - 12.3 **Investments** – To review financial investments including interest rates
  - 12.4 **Payment Schedule** - To resolve to approve the payment schedule.
  - 12.5 **2025/26 Budget** - To consider feedback arising from a budget workshop held on 27<sup>th</sup> August to review the Committee's budget responsibilities for the current year, initial requirements for 2025/26, and those listed on the report

- 12.6 Asset Register Audit** – To consider feedback from Cllr Fisher following completion of the audit
- 13. Events**
- 13.1 VE Day 80<sup>th</sup> Anniversary, 8 May 2025** – To consider taking part in an event to mark the occasion held in Simmons Park by Everything Okehampton, including resourcing implications (financial and staffing)
- 13.2 Mayor Choosing/Annual Council Meeting and Mayoral Awards** – To consider feedback and recommendations arising from a review of the 2024 event
- 14. Reports of Council Working/Task & Finish Groups** – To receive reports from members of the groups:
- 14.1 80<sup>th</sup> 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 Museum of Dartmoor Life** – Cllr Bird
- 16.6 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. Land Purchase** – In accordance with the Committee Terms of Reference, to consider the potential purchase of land for future cemetery use.
- 19. IT and Phone Equipment Purchase –**
- 19.1** To consider and resolve to purchase an additional computer or laptop to enable the Facilities Officer role
- 19.2** To consider and resolve to upgrade the phone system and purchase an additional phone to enable the Facilities Officer role
- 20. Staffing Matters**
- 20.1** To resolve to approve the payment of additional hours to the Caretaker as required until the existing reduction in caretaking staff has been resolved
- 20.2** To consider a report from the Clerk including recommendations from the Personnel Sub-Committee in relation to a review of job descriptions and recruitment of a Facilities Officer.
- 20.3** To note a request from a member of staff that will be considered at a meeting of the Personnel Sub-Committee
- 20.4** To consider a report and recommendations arising from the Parks Committee in relation to Parks staffing levels