

**Okehampton Town Council  
Policy and Resources Committee 4<sup>th</sup> November 2024  
Meeting Report**

<b>Date:</b>	22 <sup>nd</sup> October 2024
<b>Name:</b>	Emma James

**6. Town Council Grant**

**6.2 Grant Applications – To consider the following applications:**

The grant budget currently is as follows:

Opening Balance	£ 29,000
Grants Awarded	£ 15,975
Allotment Funding	£ 4,393 (amount to be confirmed)
<u>Poppy Wreath</u>	<u>£ 50</u>
<b>Available Balance</b>	<b>£ 8,582</b>
<u>Applications Total</u>	<u>£ 12,350</u>
<b>Shortfall of</b>	<b>£ 3,768</b>

Applications for consideration:

Okehampton United Ecclesiastical Charity	£ 500
Okehampton District Community Transport Group	£ 1,000
Citizens Advice	£ 5,000
Meldon Viaduct Trust	£ 500
Everything Okehampton	£ 4,000
Okehampton Carnival	£ 500
Okehampton Voices	£ 500
<u>Okehampton Ladies Friendship Group</u>	<u>£ 350</u>
<b>Total grant request</b>	<b>£12,350</b>

**Notes to support councillors in their decision making in relation to Grant Applications.**

Prior to grants coming before the P&R committee, they are checked against OTC's application policy to ensure they meet the basic qualifying criteria. No opinion is formed or expressed at that time as to the level of grant that may or may not be awarded.

The role of the members of P&R when considering applications is to exercise due diligence when making a decision as it is public money. This includes:

1. Taking into account the organisations unearmarked (general) reserves – do they have more than 12 month's of money available. If so, why are they seeking funding.
2. Are they carrying out any fund-raising activities, including applying to other organisations for grants. If not, why not – particularly if the application relates to general costs rather than one off project costs.

3. Will any grant awarded be of wider public benefit or will it just benefit a few people
4. Are they relying on OTC to provide funding year on year and not taking steps to become sustainable.
5. While it is not for OTC to specify where a successful award is spent, consideration should be given as to whether the amount requested is realistic, reasonable and/or specific.

When making decisions, councillors have several options:

1. To turn down the application – need to be prepared to give a reason
2. To make a partial award against the whole request – payable when OTC has assurances that the organisation has been able to secure the whole amount requested
3. To agree to fund a specific item within the application – again payable when OTC has assurances that the organization has been able to secure the whole amount requested
4. To agree the full amount of the grant

**7. Okehampton Town Centre Grant Initiative** – To consider the following applications:

WDBC have contributed to the scheme, doubling the amount made available by OTC, the total being made up as follows:

OTC	£2,896
WDBC	£5,792
<b>Total</b>	<b>£8,688</b>

WDBC funds have to be fully spend prior to the end of the current financial year, ideally by the end of January 2025. Remaining funding will have to be returned.

OTC's policy is that OTC will pay a maximum of 50% or £500 of the project cost. WDBC's contribution is to match-fund the contribution of both the applicant and OTC, with the provision that the applicant contributes a minimum of 25% of the cost and OTC matches it. The basic formula being:

Applicant	25% (minimum)
OTC	25%
WDBC	50%

The grant budget currently is as follows:

Opening Balance	£ 8,688.00	(OTC £2,896 / WDBC £5,792)
Grants Awarded	£ 0.00	
<b>Available Balance</b>	<b>£ 8,688.00</b>	
<u>Applications Total</u>	<u>£ 1,886.85</u>	
<b>Remaining balance</b>	<b>£ 6801.15</b>	(OTC £2,267.05 / WDBC £4,534.10)

Applications for consideration:

Dogberry & Finch Books	£ 386.85	(OTC £128.95 / WDBC £257.90)
<u>The Arcade Trust</u>	<u>£1,500.00</u>	(OTC £500 / WDBC £1,000)
<b>Applications total</b>	<b>£1,886.85</b>	

9. **Policies and Documents** – To consider the following document and resolve to make recommendation of approval to Full Council:



**Contents:**

Guide to Information provided by Parish/Community Councils under the model publication scheme.....1  
Information available from Okehampton Town Council under the Freedom of Information Act model publication scheme.....4

**Guide to Information provided by Parish/Community Councils under the model publication scheme**

This template guide is written for the use of Parish and Community Councils.

It gives examples of the kind of information the Information Commissioner’s Office (ICO) would expect you to provide in order to meet your commitment under the model publication scheme, introduced through the Freedom of Information Act 2000 (FOIA). In 2008, the ICO introduced a generic model publication scheme, for adoption by all public authorities that are subject to FOIA.

The model publication scheme commits you to ‘produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public’.

The [model publication scheme](#) is available on the ICO website. Further details are available in ICO guidance: [Using the definition documents](#).

You must adopt the model scheme in full, unedited and promoted alongside the guide to information. You do not need to tell the ICO that you have adopted the scheme; we will assume they have done so unless we hear otherwise.

You are in breach of FOIA if you have not adopted the model scheme or are not publishing in accordance with it.

**Information included in the guide to information**

The template lists the information that the ICO thinks you are likely to hold and should make proactively available within each class.

When completed, this will provide a list of all the information you will routinely make available, explain how it can be accessed and whether or not a charge will be made for it. You must:

- complete the relevant columns in the template guide;
- state how an applicant can obtain the specific information and if there is a cost involved;
- ensure the public can access the completed guide and the information listed in it.

The ICO expects you to make the information in this template guide available unless:

- you do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited by another statute (eg UK GDPR);

- the information is readily and publicly available from an external website; such information may have been provided by you or on your behalf. You must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

If the information is only held by another public authority, you should provide details of where to obtain it.

This guidance is not meant to give an exhaustive or definitive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and you should look to provide as much information as possible on a routine basis, which must include all information that is required by statute.

This guidance now incorporates those key principles, which were not already included, from the Department for Levelling Up, Housing and Communities (DLUHC, originally known as the Department for Communities and Local Government [DCLG]), [Transparency Code for Smaller Authorities](#). The aligning of this document with this Code provides a harmonised approach to data transparency for you and avoids unnecessary duplication

### **Publishing datasets for re-use**

As a public authority, you must publish under your publication scheme any dataset you hold that has been requested, together with any updated versions, unless you are satisfied that it is not appropriate to do so. So far as reasonably practicable, you must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and you are the only owner, you must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The [2018 section 45 Code of Practice](#) recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term ‘dataset’ is defined in section 11(5) of FOIA. The terms ‘relevant copyright work’ and ‘specified licence’ are defined in section 19(8) of FOIA. The ICO has published [guidance on Datasets \(section 11, 19 & 45\)](#). This explains what is meant by “not appropriate” and “capable of re-use”.

### **Fees and Charging**

Information available through your publication scheme should be readily available at a low cost or at no cost to the public. If you do charge for this information, the ICO expects the charges to be justifiable, clear and kept to a minimum.

You can charge for activities such as printing, photocopying and postage as well as information that you are legally authorised to charge for. You must inform anyone requesting information of any charge before you provide the information. You must ask for payment before providing the information. Guidance on the ICO website provides more details about [charging for information in a publication scheme](#).

If you charge a fee for licensing the re-use of datasets, you should state in the guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. You cannot charge a re-use fee if they make the datasets available for re-use under the [Open Government Licence](#).

### **Model Publication Scheme**

The table below identifies the specific information the ICO expects you to publish under each of the seven classes of information set out in the [model publication scheme](#).

### **Information available from Okehampton Town Council under the Freedom of Information Act model publication scheme**

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost (for hardcopy)</b>
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	(Hardcopy and or website)	
List of Council Members and their responsibilities as well a list of Council Committees	Hard copy and website	5p per sheet
Details of any representation on local public bodies	Hard copy and website	5p per sheet
Postal and email address	Hard copy and website	5p per sheet
Contact details for Town Clerk and Council Members	Hard copy and website	5p per sheet
Where possible, these include named contacts including contact phone numbers and email addresses	Hard copy and website	5p per sheet
Location of main Council office and accessibility details	Hard copy and website	5p per sheet
Staffing structure	Hard copy and website	5p per sheet
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and or website)	
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copy and website	5p per sheet
Finalised budget	Hard copy and website	5p per sheet
Precept	Hard copy and website	5p per sheet
Borrowing Approval letter	Not held	
All items of expenditure above £100 (all payments are listed on the website)	Hard copy and website	5p per sheet
Financial Standing Orders and Regulations	Hard copy and website	5p per sheet
Grants given	Hard copy and website	5p per sheet

Grants received	Hard copy and website	
List of current contracts awarded and value of contract	Hard copy and website	5p per sheet
Members' allowances and expenses (Expenses only, allowances are not provided)	Hard copy and website	5p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	Hard copy and website	5p per sheet
Parish Plan (Transparency information)	Hard copy and website	5p per sheet
Annual Report to Parish Meeting	Hard copy and website	5p per sheet
Quality status	Not held	
Local charters drawn up in accordance with DLUHC's guidelines	Not held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy and website (some information may be available by hard copy only)	5p per sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy and website	5p per sheet
Agendas of meetings (as above)	Hard copy and website	5p per sheet
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard copy and website	5p per sheet
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy and website	5p per sheet
Responses to consultation papers	Hard copy	5p per sheet
Responses to planning applications (available in Planning Committee Minutes)	Hard copy and website	5p per sheet

Bye-laws	Hard copy and website	5p per sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Hard copy and website Hard copy  Hard copy and website  Hard copy and website Hard copy and website (some information may be available by hard copy only)	5p per sheet 5p per sheet  5p per sheet  5p per sheet 5p per sheet
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Hard copy  Hard copy and website Hard copy and website Hard copy and website  Hard copy and website  Hard copy and website	5p per sheet  5p per sheet 5p per sheet 5p per sheet  5p per sheet  5p per sheet
Records management, personal data and access to information policies  Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Hard copy and website (some information may be available by hard copy only)	5p per sheet
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard copy	
Assets register, including details of public land and building assets	Hard copy and website (some information may only be available by inspection)	5p per sheet

Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy	5p per sheet
Register of members' interests	Hard copy and website	5p per sheet
Register of gifts and hospitality	Hard copy	5p per sheet
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Not held	
Burial grounds and closed churchyards	Hard copy and website	5p per sheet
Community centres and village halls	Hard copy and website	5p per sheet
Parks, playing fields and recreational facilities	Hard copy and website	5p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	5p per sheet
Bus shelters	Hard copy	5p per sheet
Markets	Not held	
Public conveniences	Hard copy and website	5p per sheet
Agency agreements	Hard copy	5p per sheet
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Hard copy and website	5p per sheet
<b>Additional Information</b>  Information not itemised in the lists above		

### Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost of copying
	Photocopying @ 10p per sheet (colour)	Actual cost of copying
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation



<b>Other</b>	Requests for large amount of information may incur an additional charge of 5p per sheet	Time element of the copying

\* the actual cost incurred

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Okehampton Town Council  
Town Hall  
Fore Street  
Okehampton  
EX20 1AA

01837 53179  
[townclerk@okehampton.gov.uk](mailto:townclerk@okehampton.gov.uk)

11. **2024/25 Pay Agreement** – To resolve to ratify the implementation and backdating of the **Local Government Services Pay Agreement for the 2024/25 financial year to 1<sup>st</sup> April 2024.**

## **National Joint Council for local government services**

Employers' Secretary  
Naomi Cooke

Trade Union Secretaries

Mike Short, UNISON  
Sharon Wilde, GMB

Address for correspondence  
Local Government Association  
18 Smith Square  
London SW1P 3HZ  
Tel: 020 7664 3000  
[info@local.gov.uk](mailto:info@local.gov.uk)

Address for correspondence  
UNISON Centre  
130 Euston Road  
London NW1 2AY  
Tel: 0845 3550845  
[l.government@unison.co.uk](mailto:l.government@unison.co.uk)

**To: Chief Executives in England, Wales and N Ireland  
(to be shared with Finance Director and HR Director)  
Regional Employer Organisations  
Members of the National Joint Council**

22 October 2024

Dear Chief Executive,

### **LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2024**

Employers are encouraged to implement this pay award as swiftly as possible.

Agreement has been reached on rates of pay applicable from **1 April 2024** (covering the period 1 April 2024 to 31 March 2025). The new pay rates, each increased by £1,290 per annum, are attached at **Annex 1**.

### **Recommendation** –

- a) Resolves to ratify the pay award in line with employee contracts of employment
- b) That the Council resolves that to minimise the impact payment of a lump sum will have on some staff salaries, where requested by employees backpay be split over the coming months.

## 12. Finance and Audits

12.3 **Investments** – To review financial investments including interest rates

### Interest Rates

#### Okehampton Town Council

(as at 31/08/2024)

<b>Details</b>	<b>Account No</b>	<b>Interest Rate</b>	<b>Balance</b>	<b>as at</b>
Nationwide 95 Day Business (£243k)	90006997	4.25%	£254,865.29	31/08/2024
Tamar Investments (Ethex)		5%	£5,000.00	31/08/2024
NatWest	5638321	1.45% gross/1.46% AER	£8,221.40	31/08/2024
NatWest	05624967	Nil	£1,000.00	31/08/2024
Lloyds	18063468	Nil	£65,992.57	31/08/2024
CCLA Investments	PS3126917- 001	5.04% pa	£421,656.24	31/08/2024

#### **12.4 Mayors Charity Account – To note correspondence from Lloyds and consider action to be taken.**

Correspondence advises the Treasurer's account will be changed to a Community Account on 14<sup>th</sup> January 2025 and there will be a monthly account maintenance fee of £4.25 (£51 p/annum). There is no fee attached to the existing account.

**Recommendation** – It is recommended that the Committee resolves to:

- a) Close the Lloyds Treasurers Account
- b) Open a Unity Trust Bank Instant Access Savings Account, including online banking
- c) That the signatures remain the same, those being:
  - Cllr Marsh
  - Cllr Fisher
  - Emma James (Town Clerk)
  - Finance Officer (when appointed)

[The Unity Trust Bank](#) is widely used within the local council sector and recognised by organisations such as DALC.

The [Instant Access Savings Account](#):

- Available for online banking with dual authorisation facility
- 2.60% interest rate (as of 06/09/2024)
- FSCS protection (although this does not apply to OTC)
- No minimum/maximum deposit rate
- No account charges
- Cash can be deposited through the Post Office and cheques by post

**12.5 Bank Signatories – To review bank signatories, resolve to remove Mrs Ellis from all accounts and that the Finance Officer, once appointed, be added in the place of Mrs Ellis.**

**Bank Signatories**

<b>1</b>	<b>Nat West</b> <b>£1,000</b> <i>linked</i>	<b>Account No</b> 05624967	<b>Sort Code</b> 54-21-14	<b>Chq signatories</b> Michael Ireland Bob Tolley Julie Yelland Tony Leech Christine Marsh Allenton Fisher	
<b>1</b>	<b>Nat West</b> <b>Current A/c</b> <b>£554K</b> <i>linked</i>	<b>Account No</b> 05638321	<b>Sort Code</b> 54-21-14	<b>Chq signatories</b> Michael Ireland Bob Tolley Julie Yelland Tony Leech Christine Marsh Allenton Fisher	
<b>6</b>	<b>Nationwide</b> <b>95 Day Business</b> <b>(£243k)</b>	<b>Account No</b> 90006997	<b>Sort Code</b>	<b>Chq signatories</b> Christine marsh Julie Yelland Bob Tolley Michael Ireland Allenton Fisher	
<b>9</b>	<b>Lloyds OTC</b> <b>Current A/C</b>	<b>Account No</b> 18063468	<b>Sort Code</b> 30-98-90	<b>Chq signatories</b> Julie Yelland Christine Marsh Michael Ireland Bob Tolley Allenton fisher Emma James Caroline Ellis	<b>Online Banking</b> ✓ ✓ ✓ ✓ ✓ ✓ ✓
<b>14</b>	<b>CCLA</b>	<b>Account No</b> 0152200001PC	<b>Client No</b> 015220	<b>Chq signatories</b> Julie Yelland Allenton Fisher Emma James Caroline Ellis	
	<b>Lloyds</b> <b>(Mayors Charity)</b>	<b>Account No</b> 685047668	<b>Sort Code</b> 30-98-97	<b>Chq signatories</b> Christine Marsh Allenton Fisher Emma James Caroline Ellis	<b>Online Banking</b> ✓ ✓ ✓ ✓

## 12.7 Virements – To resolve to approve virements as listed on the attached report

- a) £5,792 from General Reserves to the Town Centre Business Grant Initiative nominal code, this being the amount contributed to the initiative by WDBC.
- b) £700 from the Charter Hall Roof nominal code (4140/202) to the Charter Hall Roof EMR (352) to enable payment of the retention amount of £11,803.81 due to be paid in August 2025.
- c) To consider the virement of funds remaining in the Charter Hall Roof nominal code, £12,368, to an EMR to be identified.

## 12.8 Regular Direct Debits, Standing Orders and BACS Transactions – To review the regular payments paid by Direct Debit and Standing Order

### Monthly DD's 2024

		Inc VAT	
All Star	Fuel card		
BT	Telephone line (Parks)	£150.66	
British Gas	Gas (Town Hall)		
Eclipse	Broadband (Parks)	£16.09	
Eon	Electric (Market Hall)		
Eon	Electric (Charter Hall)		
ICO	Data Protection Fee	£35.00	
South West Water	Simmons Park		Quarterly
South West Water	Market Hall		Quarterly
South West Water	Market Street Toilets		Quarterly
South West Water	Registrars Office		Quarterly
South West Water	Fairplace Toilets		Quarterly
TML	Line & Broadband	£35.99	
VALDA	Electric - Fairplace Toilets		
VALDA	Electric - Market St Office		
Voiceflex	Telephone line	£72.16	
WDBC	Rates - Town Hall	£771.00	
WDBC	Rates - Registrar Office	£184.00	
WDBC	Rates - Charter Hall	£304.00	
WDBC	Rates - Cemetery	£12.00	
WDBC	Rates - Simmons Car Park	£524.00	
Yu Energy	Electric - Park Keepers Lodge		
Yu Energy	Electric - Gardeners Shed		
Yu Energy	Electric - Market St Toilet		
Yu Energy	Gas - Town Hall		
Yu Energy	Electric - Town Hall		
Yu Energy	Public Lighting		
Yu Energy	Jubilee Bridge		
Yu Energy	Pay & Display		

## 12.9 Annual Subscriptions – To review and resolve renewal of annual subscriptions for 2025/26

Subscriptions	Details	2024/2025
AME	Microsoft 365	£1,317.60
AME	365 Cloud Back up	£93.60
AME	ESET Endpoint Protection	£222.00
AME	Fixed Fee Contract (£173.50 per month)	£2,082.00
AME	Migration of MRF to Entra	£87.50
Brightpay	Payroll Software	£139.00
DALC	NALC & DALC Annual fee	£1,290.00
Devon Communities Together	Subscription	£50.00
Edge IT	Cemetery Software	£247.00
Guild of Mace Bearers	Subscription	£70.00
Hallmaster	Venue Booking Software	£208.84
Hallmaster	Invoice Software	£0.00
ICCM	Subscription	£100.00
ICO	Annual fee	£35.00
Ofcom	Annual Licence Fee	£50.00
Parish Online	Subscription	£150.00
PPL PRS	Music Licence	£1,063.24
Purple Telecommunications	Annual maintenance	£40.00
Rialtas	Data Back up annual subscription	£424.00
Rialtas	Year End Back Up	
Rialtas	MTD Annual Subscription	£110.00
Rialtas	Annual Support Maintenance & software	£999.00
Rural Services Partnership Ltd	Annual Membership	£118.00
SLCC	Membership Fee	£353.00
South West Councils	Membership Subscription	£499.00
WDBC	Licensing Fee	£180.00
WDBC	Dog & Waste Bins	£1,055.34
Western Web	Annual Web Space	£100.00
Western Web	Renewal of Domain (2 years)	£55.00
		<b>£11,139.12</b>