



*Okehampton Town Council*

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Emma James  
Town Clerk

20<sup>th</sup> April 2020

Dear Councillor

You are summoned to attend a remote meeting of the Policy and Resources Committee to be held on Monday 27<sup>th</sup> April 2020 at 7.00pm.

Members of the public and press are welcome to remotely attend and should contact the Town Clerk for details of how they can do so.

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

Cllr Tolley (Chairman)  
Cllr Tucker (Vice-Chairman)  
Cllr Button  
Cllr Sanger

Cllr Yelland (Mayor)  
Cllr Goffey (Chairman, Property)  
Cllr Leech (Chairman, Planning)  
Cllr Marsh (Chairman, Parks)

Yours faithfully

Emma James  
Town Clerk

### **AGENDA**

**Declarations of Interest – Members are reminded that they should declare any relevant interest in the items to be considered.**

**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.**

1. **Apologies for Absence** - To receive apologies from those Members unable to attend
2. **Deferment of Business** – For comment by the Public
3. **Members' Questions** - To receive questions from Members regarding the workings of the Committee.
4. **Minutes** - To confirm, approve and sign minutes of the Policy and Resources Committee meeting held on 16<sup>th</sup> March 2020

5. **Grant Applications** –
- 5.1 To consider the following grant requests, as previously circulated and which were deferred at the meeting on 16<sup>th</sup> March 2020:
- i) **Ockment Centre Work Club** – Consideration of a request for a grant of £497 for the purchase of a laptop for the work club users
  - ii) **Okehampton Parkrun** – Consideration of a request for a grant of £500 towards the start-up fee
  - iii) **Devon Development Education** – Consideration of a request for a grant of £350 towards the cost of the purchase of exhibition banners and publicity materials
- 5.2 To consider the following grant requests:
- i) **Museum of Dartmoor Life** – Consideration of a request for a grant of £3,500 for support towards the maintenance of the museum and £1,500 to assist with the running of the tourist information facility.
6. **Grant Awarded Feedback** – To note feedback received from:
- Okehampton Fairtrade Group for a grant of £200 awarded in February 2020
  - Okehampton Otters Swimming and Lifesaving Club for a grant of £200 awarded in February 2020
  - Okehampton United Charity for a grant of £5,650 awarded in March 2020
  - Okehampton Foodbank for a grant of £400 donated in March 2020
7. **Finances**
- 7.1 Cllr Marsh to report upon recently undertaken Councillor audit of the bank reconciliations, and online payments made since the last report
- 7.2 To consider, agree and adopt the management accounts (as circulated) for month ended 29<sup>th</sup> February 2020 (month 11)
- 7.3 To approve payment of invoices as per the schedule
8. **Pay Scales and Allowances** – To receive an update and if received, to resolve to approve the pay scales and allowances for 2020/21 as agreed by the National Joint Council for Local Government Services, and as applicable to staff scale points to be backdated to 1<sup>st</sup> April 2020
9. **Policies and Documents** - For consideration and recommendation to full Council for ratification:
- Body-Worn CCTV Policy and Operational Procedural Guidelines
  - Body-Worn CCTV Privacy Impact Statement
  - Body-Worn CCTV Incident Log
  - Document Retention Policy
  - Strategic Plan 2019-2020:
    - Climate Change and Biodiversity
    - Democracy
10. **Reports of Council Working/Task & Finish Groups** – To note that all group activity has been paused
- 10.1 **Anniversaries of Markets, Fairs and Charters** – Cllrs Marsh, Tucker and Holt
- 10.2 **Investment** - Cllrs Leech and Tolley
- 10.3 **IT Systems Review** – Cllrs Goffey, Ireland, Jessop and Tolley
- 10.4 **VE Day and VJ Day 75<sup>th</sup> Anniversary in 2020** – Cllrs Ireland, Jessop, Sanger and Tucker – To note the event has been cancelled and rearranged to take place on 15<sup>th</sup> August 2020
11. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
- 11.1 **Citizens Advice** - Cllr Button

- 11.2 DALC, Larger Councils Sub-Committee – Cllr Tolley & Town Clerk
- 11.3 Fairtrade - Cllr Button
- 11.4 Okehampton & District Community Transport Group - Cllr Leech
- 11.5 Twinning Association – Cllr Tucker

## **PART TWO**

**Items which may be taken in the absence of the press and public.**

**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 as they involve the likely disclosure of sensitive and confidential information.’**

- 12. **Outstanding Balances** – To receive details of outstanding balances and resolve any action required
- 13. **Staffing Matters** – To receive and consider a report and documentation and resolve to approve recommendations of the Clerk