



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

3rd August 2020

Dear Councillor

You are summoned to attend a remote meeting of the Policy and Resources Committee to be held on Monday 10th August 2020 at 7.00pm.

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 Tolley (Chairman)
Cllr Button
Cllr Sanger
Cllr Travers

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

Joining Information

<https://us02web.zoom.us/j/89555708274>

Meeting ID: 895 5570 8274

Passcode: 157680

By Phone

0203 051 2874 United Kingdom

0203 481 5237 United Kingdom

0203 481 5240 United Kingdom

Meeting ID: 895 5570 8274

Passcode: 157680

Yours faithfully

E James

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, and approve minutes of the Policy and Resources Committee meeting held on 13th July 2020, to be signed at a later date
5. **Appointment of Committee Vice-Chairman** – Following the resignation of Mrs Tucker, to resolve to appoint a Vice-Chairman to the Committee from amongst its members
6. **Matters Arising** - None
7. **Grant Applications** – To consider the following applications for a grant:
 - 7.1 **Okehampton Carnival Committee** - Consideration of a request for a grant of £1,000 towards the cost of the town’s carnival for 2020
8. **Grant Awarded Feedback** – None
9. **COVID-19 Grant Funding Applications** –
 - 9.1 **Entertainingly Different** – Consideration of a request for a grant of £500
10. **Finances**
 - 10.1 Cllr Marsh to report upon recently undertaken Councillor audit of the bank reconciliations, and online payments made since the last report
 - 10.2 To consider, agree and adopt the management accounts (as circulated) for months ended 30th June 2020 (month 3)
 - 10.3 To resolve to approve the payment schedule
11. **Devon Communities Together** – To resolve to approve an annual subscription to the organisation at the current cost of £50 p/annum
12. **IT Equipment** – To resolve to approve the purchase of a replacement computer monitor and webcam for the Clerk’s office
13. **Reports of Council Working/Task & Finish Groups** – To receive reports and resolve action as necessary, noting that some group activity has been paused
 - 13.1 **Investment** - Cllrs Leech and Tolley – On hold
 - 13.2 **IT Systems Review** – Cllrs Goffey, Ireland, Jessop and Tolley –
14. **Members’ Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
 - 14.1 **Citizens Advice** - Cllr Button
 - 14.2 **DALC, Larger Councils Sub-Committee** – Cllr Tolley & Town Clerk
 - 14.3 **Fairtrade** - Cllr Button

14.4 Okehampton & District Community Transport Group - Cllr Leech

14.5 Twinning Association –

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.’

15. **Outstanding Balances** – To receive details of outstanding balances and resolve any action required
16. **Admin Officer Vacancy** – To resolve to approve the appointment of an Admin Officer as recommended by the Recruitment Panel