



Okehampton Town Council

5th October 2020

Dear Councillor

You are summoned to attend a remote meeting of the Policy & Resources Committee to be held on Monday 12th October 2020 at 7pm.

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)

Join Zoom Meeting

<https://us02web.zoom.us/j/83193594965>

Meeting ID: 831 9359 4965

Passcode: 791991

Dial by your location

0131 460 1196 United Kingdom 0

0203 051 2874 United Kingdom

0203 481 5237 United Kingdom

Meeting ID: 831 9359 4965

Passcode: 791991

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 14th September 2020, to be signed at a later date
5. **Matters Arising** - None
6. **Grant Applications** – To consider the following applications for a grant:
 - 6.1 **Everything Okehampton** – To consider a request for a grant of £1,000 towards the cost of the provision of Christmas lights in the town
 - 6.2 **Okehampton District Transport Group** – To consider a request for a grant of £2,000 to support the groups recovery from the situation caused by the COVID19 pandemic
7. **Grant Awarded Feedback** – None
8. **COVID-19 Grant Funding Applications** – To note the following grant which was approved in line with the Policy:
 - 8.1 **CAB Referral** for a personal application up to the sum of £100 for gas and electricity – noting that £50 only was requested in person by the applicant
9. **Finances**
 - 9.1 Cllr Marsh to report upon recently undertaken Councillor audit of the bank reconciliations, and online payments made since the last report
 - 9.2 To consider, agree and adopt the management accounts (as circulated) for month ended 31st August 2020 (month 5)
 - 9.3 To resolve to approve the payment schedule
10. **Policies and Documents** - For consideration and recommendation to full Council for ratification:
 - Annual Leave Policy
11. **DCC Local Flood Risk Management Strategy Consultation** – To note the consultation for an updated strategy covering the period 2021-2027 and resolve a response by the closing date of 15th October 2020
<https://www.devon.gov.uk/haveyoursay/consultations/devon-local-flood-risk-management-strategy/>
12. **Council Document Archiving** – To receive a report from the Clerk and to approve the destruction of documentation in line with the Document Retention Policy in relation to material since the establishment of the Town Council in 1974

13. **Reports of Council Working/Task & Finish Groups** – To receive reports and resolve action as necessary
- 13.1 **Investment** - Cllrs Leech and Tolley – To consider the previously circulated report associated documentation, and consider a resolution approving a recommendation to full Council for the investment of the sum of £5,000 in the Tamar Energy Community Solar Roofs Project
- 13.2 **IT Systems Review** – Cllrs Goffey, Ireland, Jessop and Tolley – To consider a request for the purchase of a standalone laptop
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