



*Okehampton Town Council*

30<sup>th</sup> November 2020

Dear Councillor

You are summoned to attend a remote meeting of the Policy & Resources Committee to be held on Monday 7<sup>th</sup> December 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 Sanger (Vice-Chairman)  
Cllr Button  
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/89570401727>

Meeting ID: 895 7040 1727

Passcode: 612248

Dial by your location

0203 481 5240 United Kingdom

0203 901 7895 United Kingdom

0203 051 2874 United Kingdom

Meeting ID: 895 7040 1727

Passcode: 612248

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 & Resources Committee meetings held on 9<sup>th</sup> and 23<sup>rd</sup> November 2020, to be signed at a later date
5. **Matters Arising** – None
6. **Grant Applications** – None
7. **Grant Awarded Feedback** – None
8. **COVID-19 Grant Funding Applications** – None
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 31<sup>st</sup> October 2020 (month 7)
  - 9.3 To resolve to approve the payment schedule
10. **Budget 2021/22** - To consider the budget for 2020/21 and resolve any amendments required and that a recommendation will be made to full Council for consideration in January 2021 when further information relating to the CCTV Scheme and the Council Tax Base will be available
11. **Policies and Documents** –
  - 11.1 For consideration and recommendation to full Council for ratification:
    - Asbestos Management Policy
  - 11.2 For consideration and recommendation to full Council for ratification following staff consultation:
    - Councillor/Employee Protocol
12. **Reports of Council Working/Task & Finish Groups** – To receive reports and resolve action as necessary
  - 12.1 **Investment** - Cllrs Leech and Tolley –
  - 12.2 **IT Systems Review** – Cllrs Goffey, Ireland, Jessop and Tolley –
13. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
  - 13.1 **Citizens Advice** - Cllr Button
  - 13.2 **DALC, Larger Councils Sub-Committee** – Cllr Tolley & Town Clerk
  - 13.3 **Fairtrade** - Cllr Button
  - 13.4 **Okehampton & District Community Transport Group** - Cllr Leech

13.5 **Twinning Association** – Cllr Wood

13.6 **WDBC Cluster Group for Emergencies** – Cllr Button

**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.’**

14. **Outstanding Balances** – To receive details of outstanding balances
15. **Staffing Matters** – To consider recommendations of the Personnel Sub-Committee in relation to apprenticeship and work experience and to make resolutions as appropriate