



Okehampton Town Council

4th January 2021

Dear Councillor

You are summoned to attend a remote meeting of the Policy & Resources Committee to be held on Monday 11th January 2021 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 Matravers
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/89523863800>

Meeting ID: 895 2386 3800
Passcode: 569817

Dial by your location
0203 051 2874 United Kingdom
0203 481 5237 United Kingdom
0203 481 5240 United Kingdom
Meeting ID: 895 2386 3800
Passcode: 569817

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 7th December 2020, to be signed at a later date
5. **Matters Arising** – None
6. **Grant Applications** – To note that applications for consideration in the current financial year must be received by the end of February 2021.
7. **Grant Awarded Feedback** – To note the following feedback:
 - Okehampton & District Community Transport Group for the grant of £2,000 awarded in October 2020
 - OCRA for the grant of £500 awarded in February 2020
8. **COVID-19 Grant Funding Applications** – To receive a report from Cllr Tolley and the Clerk
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 30th November 2020 (month 8)
 - 9.3 To resolve to approve the payment schedule
10. **Budget and Precept 2021/22** – To consider budget options for the 2021/22 financial year and resolve a recommendation to full Council
11. **Staff Training** – To note that the Assistant Clerk achieved the CiLCA qualification in December 2020
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 –
 - 12.3 **Queens Platinum Jubilee, 2022** – Cllrs Marsh, Wood and Yelland -
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. **Card Payment Facility** – To consider a report prepared by the Ass. Clerk and resolve to approve the purchase and use of a card payment facility as recommended
16. **Cemetery Management Software** – To resolve to approve the purchase and annual subscription for Cemetery Management Software as recommended by the Task & Finish Group