



Okehampton Town Council

1st February 2021

Dear Councillor

You are summoned to attend a remote meeting of the Policy & Resources Committee to be held on Monday 8th February 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/89304753989>

Meeting ID: 893 0475 3989

Passcode: 359942

Dial by your location

0203 051 2874 United Kingdom

0203 481 5237 United Kingdom

0203 481 5240 United Kingdom

0203 901 7895 United Kingdom

Meeting ID: 893 0475 3989

Passcode: 359942

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 11th January 2021, to be signed at a later date
5. **Matters Arising** – None
6. **Grant Applications** – To consider the following applications for a grant:
 - 6.1 Okehampton Duke of Edinburgh Open Group for a grant of £500 towards insurance, equipment repair/replacement and training
 - 6.2 Okehampton United Charity for a grant of £2,175 towards the running and maintenance costs of the allotments
 - 6.3 Okement Rivers Improvement Group for a grant of £170 to cover the groups insurance costs
 - 6.4 Okehampton Community Archives for a grant of £400 towards the cost of the overheads; insurance and heating
 - 6.5 Okehampton United Ecclesiastical Charity for a grant of £500 towards the maintenance costs of the Town Clock
 - 6.6 Tor Support Services for a grant of £500 forwards the provision of counselling services for children and young people
 - 6.7 Okehampton Parkrun – To consider and resolve to approve the rollover of the grant of £500 as approved in April 2020 towards the set up costs of the project which was subject to the project going ahead in this financial year, if that is not able to be achieved due to the pandemic
7. **Grant Awarded Feedback** – To note the following feedback:
 - Okehampton United Ecclesiastical Charity for the grant of £500 awarded in October 2019
 - Tor Support Services for the grant of £500 awarded in June 2020
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 31st December 2020 (month 9)
 - 9.3 To resolve to approve the payment schedule
10. **Policies and Documents**
 - 10.1 For consideration and recommendation to full Council for ratification:
 - Cemetery Rules and Regulations
 - Cemetery Brochure

- Cemetery Schedule of Fees and Charges
 - Cemetery Memorial Management Policy
 - Cemetery General Risk Assessment
 - Health and Safety Policy
 - Lone Working Policy
- 10.2** To consider and recommend to full Council for ratification the revocation of the Exclusive Rights of Burial Policy from 31st March 2021, currently used for the reservation of plots for future burials and which will be covered within other policies and documentation
- 10.3** To consider and make a recommendation to full Council in relation to the extension of the COVID19 Grant Policy for the 2021/22 financial year
- 11. Cemetery Management –**
- 11.1** To consider and resolve the delegation of all decisions relating to the management of burials, including Exclusive Rights of Burial applications for reservation of plots for future burials to the Officers
- 11.2** To note that Okehampton Cemetery has not been registered for business rates and to resolve that this be rectified noting that the Council may be required to pay rates owed for previous years
- 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. Cemetery Liability – To consider the draft agreement drawn up by the Solicitor**