



Okehampton Town Council

1st March 2021

Dear Councillor

You are summoned to attend a remote meeting of the Policy & Resources Committee to be held on Monday 8th March 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/81023888956>

Meeting ID: 810 2388 8956
Passcode: 822203

Dial by your location
0203 901 7895 United Kingdom
0131 460 1196 United Kingdom
Meeting ID: 810 2388 8956
Passcode: 822203

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 8th February 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 Ockment Centre for a grant of £5,000 to assist with reception staffing costs
 - 6.2 Wren Music for a grant of £500 towards the costs of music leader fees for the facilitation of a free singing group
 - 6.3 Okehampton Community and Recreation Association for a grant of £500 towards the provision of supervised sport and activity for Okehampton College as part of the TES Tor Project, development of volunteer leaders and a family event in the park in the summer
7. **Grant Awarded Feedback** – None received
8. **COVID-19 Grant Funding Applications** – None
9. **Finances**
 - 9.1 Cllr Marsh to report upon recently undertaken Councillor audit of the bank reconciliations, online payments and Lloyds Debit Card transactions made since the last report
 - 9.2 To consider, agree and adopt the management accounts (as circulated) for month ended 31st January 2021 (month 10)
 - 9.3 To resolve to approve the payment schedule
 - 9.4 To resolve to approve the donation of £2,000 from the Mayor's expense budget, to be split between organisations that are not-for-profit and benefit Okehampton residents, that regularly booked the Charter Hall in 2019 for fundraising Coffee Mornings and have been unable to do so in the 2020/21 financial year due to the pandemic.
10. **Pay Scales and Allowances** – To note that the pay scales and allowances for 2021/22 as agreed by the National Joint Council for Local Government Services and as applicable to staff scale points for implementation from 1st April 2021, are not likely to be resolved prior to the elections in May 2021.
11. **Annual Subscriptions** – To review and resolve renewal of annual subscriptions
12. **Regular Direct Debits, Standing Orders and BACS Transactions** – To undertake the annual review and consideration of the regular payments

13. **Insurance** – To note that the annual pre-renewal review meeting of the Council insurance policy for 1st April 2021 to 31st March 2022, the second of a three year agreement, took place on 25th February, and if the quotation has been received to resolve to recommend acceptance to full Council
14. **Policies and Documents** - For consideration and recommendation to full Council for ratification:
- Document Retention Policy
 - Financial Regulations
 - Financial Management and Risk Assessment
 - Freedom of Information Publication Scheme
15. **Reports of Council Working/Task & Finish Groups** – To receive reports and resolve action as necessary
- 15.1 **Investment** - Cllrs Leech and Tolley
- 15.2 **IT Systems Review** – Cllrs Goffey, Ireland, Jessop and Tolley
- 15.3 **Queens Platinum Jubilee, 2022** – Cllrs Marsh, Wood and Yelland
16. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
- 16.1 **Citizens Advice** - Cllr Button
- 16.2 **DALC, Larger Councils Sub-Committee** – Cllr Tolley & Town Clerk
- 16.3 **Fairtrade** - Cllr Button
- 16.4 **Okehampton & District Community Transport Group** - Cllr Leech
- 16.5 **Twinning Association** – Cllr Wood
- 16.6 **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.'

17. **Outstanding Balances** – To receive details of outstanding balances
18. **Staffing Matters** – To receive and consider a report from the Clerk