



Okehampton Town Council

3<sup>rd</sup> June 2021

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 21<sup>st</sup> June 2021 at 7pm in the Charter Hall, Market Street, Okehampton.

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 Sanger (Chairman)	Cllr Tolley (Mayor)
Cllr Matravers (Vice-Chairman)	Cllr Wood (Chairman, Property)
Cllr Button	Cllr Ireland (Chairman, Planning)
Cllr Goffey	Cllr Travers (Chairman, Parks)
Cllr Marsh	
Cllr Yelland	

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 17<sup>th</sup> May 2021
5. **Grants Awarded Feedback** – To note feedback received from Tor Support Services
6. **Grant Applications** – To consider the following applications for a grant:
  - 6.1 **South Western Ambulance Charity** – For a grant of £73.85 to purchase a blood glucose monitor and auto blood pressure kit for the Okehampton Community First Responder volunteer

- 6.2 Okehampton Fairtrade Group** – For a grant of £220 towards the production of a leaflet celebrating 10 years of the Fairtrade status of the town.
- 6.3 Poppy Appeal 2021** – To resolve to approve the donation of £50 for a wreath for 2021 Remembrance Service.
- 7. Finances**
- 7.1** 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.
- 7.2** To consider, agree and adopt the management accounts (as circulated) for months ended 30<sup>th</sup> April 2021 (month 1)
- 7.3** To resolve to approve the payment schedule and ratify any payments made in the absence of recent meetings.
- 7.4** To resolve to approve the virement of £1,000 from General Reserves to the Park Committee's Shrubs and Plants budget
- 7.5** To resolve to recommend to full Council the virement of £7,000 from the earmarked budget 'Council Tax Support Grant Removal' to the Roof Replacement project or another budget to be agreed.
- 7.6** To resolve to recommend to full Council the virement of £50,000 from the Roof Replacement earmarked fund to a Roof Replacement code within the Property Budget.
- 8. Policies and Documents** - For consideration and recommendation to full Council for ratification:
- Business Continuity Plan
  - Code of Conduct
  - London Bridge Policy
- 9. Risk Assessment** – To consider the purchase of risk assessment software as detailed in the report
- 10. Reports of Council Working/Task & Finish Groups** – To receive reports and resolve action as necessary
- 10.1 Investment** - Cllrs Leech and Tolley
- 10.2 Queens Platinum Jubilee and Celebrations, 2022** – Cllrs Marsh, Wood and Yelland
- 11. Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
- 11.1 Citizens Advice** - Cllr Abbots
- 11.2 DALC, Larger Councils Sub-Committee** – Cllr Sanger & Town Clerk
- 11.3 Fairtrade** - Cllr Button
- 11.4 Okehampton & District Community Transport Group** - Cllr Leech
- 11.5 Twinning Association** – Cllr Wood
- 11.6 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.'**

- 12. Outstanding Balances** – To receive details of outstanding balances
- 13. Staffing Matters** – To receive a report from the Clerk and resolve recommendations