



Okehampton Town Council

6th September 2021

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 13th September 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 12th July and 16th August 2021
5. **Grants Awarded Feedback** –
 - 5.1 **Okehampton Duke of Edinburgh's Award** – For the grant of £500 awarded in July 2021
 - 5.2 **Devon Development Education** for the grant of £350 awarded in April 2020

6. **Staffing Matters** – To note that Mr G Bryant’s employment with the Council ended on 3rd September 2021 and Mr J Peek commenced employment as Horticultural Apprentice on 6th September 2021.
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 30th June (month 3) and 31st July (month 4) 2021
- 7.3 To resolve to approve the payment schedule.
8. **Terms of Reference** – To review the following Terms of Reference and make recommendation to full Council for ratification:
- 8.1 Policy & Resources Committee
- 8.2 Personnel Sub-Committee
9. **Policies and Documents** –
- 9.1 For consideration and recommendation to full Council for ratification:
- Equal Opportunities Policy
 - Honorary Freeman (Freewoman) Policy
 - Memorial Management Policy
 - Recruitment Policy
 - Safeguarding Policy
 - Standing Orders
 - Wood/Logs Policy
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