



Okehampton Town Council

4th October 2021

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 11th October 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 Leech	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. **Grant Applications** – To consider the following applications for a grant:
 - 5.1 **Okehampton District Community Transport Group** for a grant of £1,000 to enable the group to continue to offer their services at the current fares
 - 5.2 **2443 Okehampton Sqn RAF Air Cadets** for a grant of £500 towards the purchase of two flight simulators

6. **Finances**
- 6.1 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.
- 6.2 To consider, agree and adopt the management accounts (as circulated) for months ended 31st August (month 5) 2021
- 6.3 To resolve to approve the payment schedule.
- 6.4 To consider and recommend to full Council approval of additional costs for the replacement of the Zip Wire in Simmons Park
7. **Town Hall External Christmas Lights** - To consider the provision of two Christmas Trees on the front elevation of the Town Hall as provided by Everything Okehampton in previous years, cost to be ascertained, subject to suitable electrical connection availability.
8. **Budget 2022/23** - To consider any projects and particular purchases for inclusion in the first draft of the budget for the financial year 2022/23
9. **Policies and Documents** – For consideration and recommendation to full Council for ratification following staff consultation:
- Absence Management Policy
 - Bullying & Harassment Policy and Procedure
 - Capability Procedure
 - Disciplinary Procedure
 - Expenses Policy (Staff)
 - Grievance Policy
 - Maternity, Paternity and Adoption Policies
 - Shared Parental Leave Policy
 - Whistleblowing 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
- 12.1 **Citizens Advice** - Cllr Abbots
- 12.2 **DALC, Larger Councils Sub-Committee** – Cllr Sanger & Town Clerk
- 12.3 **Fairtrade** - Cllr Button
- 12.4 **Okehampton & District Community Transport Group** - Cllr Leech
- 12.5 **Twinning Association** – Cllr Wood
- 12.6 **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. **Future of the Christmas Lights** - To consider purchasing the town Christmas Lights and make recommendation to full Council