



Okehampton Town Council

8th November 2021

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 15th November 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 13th September and 11th October 2021, including an amendment to Min Ref 288 which should read '...RESOLVED to recommend approval of the Terms of Reference for the Policy & Resources Committee and Personnel Sub-Committee to full Council.'
5. **Grant Awarded Feedback** – To note feedback from the following previously awarded grants:
 - **Meldon Viaduct Trust** for the grant of £500 awarded in June 2020

- **Okehampton & District Community Transport Group** for the grant of £1,000 awarded in October 2021
- 6.1 **Grant Applications** – To consider the following applications for a grant:
- 6.1 **Okehampton Carnival** for a grant of £1,000 towards costs of the town carnival
 - 6.2 **Everything Okehampton** for a grant of £1,000 towards the purchase and maintenance of Christmas lights
 - 6.3 **Meldon Viaduct** for a grant of £500 towards the Trust’s repairs and renewals fund for 2021/22
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 month ended 30th September (month 6) 2021
 - 7.3 To resolve to approve the subscription to RBS Rialitas for the accounting software, support and associated services for 2022/23 at the cost of £1,532, an increase of £59 from 2021/22.
 - 7.4 To resolve to approve an increase of petty cash held from £50 to £100
 - 7.5 To resolve to approve the payment schedule.
8. **Staff Training** - To resolve to approve the attendance of Mr McGahey on a RoSPA Play Safety Operational training course enabling the renewal of his certification enabling him to continue to undertake maintenance work on the play equipment
9. **Budget 2022/23** - To consider V1 of the committee’s budget requirement for the forthcoming financial year
10. **Policies and Documents** – For consideration and recommendation to full Council for ratification following staff consultation:
- Simmons Park and Kempley Meadows Management Plan
 - Waste Management and Recycling Policy
 - Whistleblowing Policy
11. **Consultation, Making Flexible Working the Default** – To consider a response to the consultation which closes on 1 December 2021.
12. **Okehampton Carnival** – To consider a letter received in relation to the carnival
13. **Reports of Council Working/Task & Finish Groups** – To receive reports and resolve action as necessary
- 13.1 **Investment** - Cllrs Leech and Tolley
 - 13.2 **Queens Platinum Jubilee and Celebrations, 2022** – Cllrs Marsh, Wood and Yelland
14. **Members’ Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
- 14.1 **Citizens Advice** - Cllr Abbots
 - 14.2 **DALC, Larger Councils Sub-Committee** – Cllr Sanger & Town Clerk
 - 14.3 **Fairtrade** - Cllr Button
 - 14.4 **Okehampton & District Community Transport Group** - Cllr Leech
 - 14.5 **Twinning Association** – Cllr Wood
 - 14.6 **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.’

15. **Outstanding Balances** – To receive details of outstanding balances
16. **Staffing Matters** – To consider a report from the Clerk