



Okehampton Town Council

10<sup>th</sup> January 2022

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 17<sup>th</sup> January 2022 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 meeting held on 6<sup>th</sup> December 2021
5. **Grant Awarded Feedback** – To note feedback from the following previously awarded grants:
  - **Okehampton United Ecclesiastical Charity** for the grant of £5,000 awarded in August 2021 to assist with the cost of the renewal of the Clock faces on the tower of St James' Chapel.

- **Okement Rivers Improvement Group** for the grant of £170 awarded in February 2021 to help the group to continue with the work they do.
6. **Grant Applications** – To consider the following applications for a grant:
- 6.1 **1<sup>st</sup> Okehampton Rainbows & Brownies** for a grant of £500 towards the cost of a Guiding UK visit to Legoland Windsor in March 2022 enabling Okehampton members to attend at a reduced rate
  - 6.2 **Okement Rivers Improvement Group** for a grant of £500 towards the costs of noticeboard repairs and seat maintenance
  - 6.3 **All Together Okehampton** for a grant of £475 to assist with the cost of wellbeing activities, venue hire and refreshments
  - 6.4 **Who Let the Dad's Out, Okehampton** for a grant of £500 towards the cost of hall hire, refreshments, children's activities and equipment for the running of sessions
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 30<sup>th</sup> November (month 8) 2021
  - 7.3 To resolve to approve the payment schedule
  - 7.4 To note correspondence from Okehampton Hamlets Parish Council in response to a request for funding assistance for the running of the Public Toilets
  - 7.5 To approve the opening of a Just Giving page for fundraising towards the Mayor's Charity, to be linked to the Mayor's Charity account
8. **Card Payment Facility** – To consider the report prepared by the Assistant Clerk
9. **Staff Training** – To consider a recommendation from the Personnel Sub-Committee to approve a request from the Admin Officer to undertake the CiLCA qualification at the cost of £710 which includes course specific DALC training sessions (CiLCA £410, DALC £300)
10. **Salary Increase 2021/22** – To receive a verbal report from the Clerk on the situation in relation to the increase for the current financial year
11. **Policies and Documents** –
- 11.1 To consider and resolve to make recommendation of adoption to full Council:
    - Asbestos Management Plan (as produced by Environment Services)
    - Dealing with the Press/Media Policy
    - Financial Regulations
    - Financial Risk Assessment
  - 11.2 To consider the following documents approved by the Parks Committee and resolve to make recommendation of adoption to full Council:
    - Snow and Ice Management Policy
    - Simmons Park Booking Form
    - Simmons Park Terms and Conditions of Hire
    - Simmons Park Hire Policy
  - 11.3 To consider the following document and resolve to make recommendation of adoption to full Council following staff consultation:
    - Social Media, IT and Phone Use Policy for Employees

12. **Civility and Respect Project** – To consider supporting the project as recommended by DALC, NALC, SLCC and OVW<sup>1</sup>, and resolve to recommend to full Council the adoption of the Bullying and Harassment Statement
13. **Town Visitors Guide** – To consider a proposal for the design and publication of a guide
14. **Reports of Council Working/Task & Finish Groups** – To receive reports and resolve action as necessary
  - 14.1 **Investment** - Cllrs Leech, Tolley and Yelland
  - 14.2 **Queens Platinum Jubilee and Celebrations, 2022** – Cllrs Marsh, Wood and Yelland
15. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
  - 15.1 **Citizens Advice** - Cllr Abbots
  - 15.2 **DALC, Larger Councils Sub-Committee** – Cllr Sanger & Town Clerk
  - 15.3 **Fairtrade** - Cllr Button
  - 15.4 **Okehampton & District Community Transport Group** - Cllr Leech
  - 15.5 **Twinning Association** – Cllr Wood

## **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.'**

16. **Outstanding Balances** – To receive details of outstanding balances

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<sup>1</sup> Devon Association of Local Councils, National Association of Local Councils, Society of Local Council Clerks and One Voice Wales