



Okehampton Town Council

7th February 2022

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 14th February 2022 at 7.15pm (or at the arising of the Property Committee meeting, whichever later) 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 17th January 2022
5. **Grant Awarded Feedback** – To note feedback from the following previously awarded grants:
 - **Tor Support Services** for the grant of £500 awarded in February 2021 to assist with the cost of counselling sessions

- **Wren Music** for the grant of £500 awarded in March 2021 to assist with the cost of counselling sessions.
6. **Grant Applications** – To consider the following applications for a grant:
 - 6.1 **All Together Okehampton** for a grant of £475 to assist with the cost of wellbeing activities, venue hire and refreshments
 - 6.2 **Tor Support Services** for a grant of £500 to assist with the cost of the provision of counselling services for children and young people.
 - 6.3 **Ockment Centre** for a grant of £5,000 towards the cost of staffing provision for the reception
 - 6.4 **Okehampton United Charity** for a grant of £1,638.66 towards the cost the running of the allotments
 - 6.5 **Wren Music** for a grant of £500 towards the cost of the 2022 Lantern Procession
 - 6.6 **Okehampton Friendly Circle** for a grant of £400 towards the cost of monthly speakers and the annual Christmas lunch
 - 6.7 **Okehampton Community Garden** for a grant of £500 towards the cost of insurance, the provision of fencing and fire extinguishers to improve health and safety
 7. **Okehampton Show 2022** – To consider attendance at the show and sharing a pitch with WDBC if possible
 8. **Finances**
 - 8.1 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.
 - 8.2 To consider, agree and adopt the management accounts (as circulated) for month ended 31st December (month 9) 2021
 - 8.3 To resolve to approve the payment schedule
 9. **Town Guide** – To receive an update on progress and to consider the draft document to date
 10. **Policies and Documents** – To consider the documents approved by the Parks Committee and resolve to make recommendation of adoption to full Council:
 - Cemetery Rules and Regulations
 - Cemetery Brochure
 - Cemetery Memorial Management Policy
 11. **Pay Increase 2021/22** – To receive an update from the Clerk and consider any action arising
 12. **Reports of Council Working/Task & Finish Groups** – To receive reports and resolve action as necessary
 - 12.1 **Investment** - Cllrs Leech, Tolley and Yelland
 - 12.2 **Queens Platinum Jubilee and Celebrations, 2022** – Cllrs Marsh, Wood and Yelland
 13. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
 - 13.1 **Citizens Advice** - Cllr Abbots
 - 13.2 **DALC, Larger Councils Sub-Committee** – Cllr Sanger & Town Clerk
 - 13.3 **Fairtrade** - Cllr Button
 - 13.4 **Okehampton & District Community Transport Group** - Cllr Leech
 - 13.5 **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.’

14. **Outstanding Balances** – To receive details of outstanding balances
15. **Photocopier Contract** – To consider quotations received for the renewal of the contract which expires in March 2022
16. **2022/23 Salaries** – To consider a report from the Clerk