



Okehampton Town Council

28th February 2022

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 7th March 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 14th February 2022
5. **Grant Awarded Feedback** – To note feedback from the following previously awarded grants:
 - **OCRA** for the grant of £500 awarded in March 2021 to assist with the cost of the provision of sport and activity supervised sessions for Okehampton College students as part of the YES Tor project.

- **Okehampton United Charity** for the grant of £1,638.66 awarded in February 2022 towards the cost of the provision of allotments in Okehampton
 - **Tor Support Services** for the grant of £500 awarded in February 2022 towards the provision of counselling sessions for children and young people
6. **Grant Applications** – To consider the following applications for a grant:
- 6.1 **Park Run** to approve the release of previously approved funding of £500 towards the set-up of Okehampton Park Run
 - 6.2 **Okehampton Army Cadet Force** for a grant of £500 for the purchase of a gazebo for use at events.
 - 6.3 **1st Okehampton Guides and Rangers** for a grant of £500 towards the hire of minibuses to take members to a Camping event in August.
 - 6.4 **OCRA** for a grant of £500 towards the cost of the provision of staffing for activities on 4th June as part of the Fields in Trust/Jubilee celebrations in Simmons Park and Sporting Sunday
 - 6.5 **Okehampton Friendship Group** for a grant of £250 towards room hire, refreshments, entertainment at the Christmas event and speakers
 - 6.6 **Okehampton Men’s Hockey Club** for a grant of £500 towards coaching qualification courses and for players
 - 6.7 **Okehampton Rugby Football Club** for a grant of £500 towards a full team kit for the junior quad. The Town Council’s crest would be printed on a set of shirts
 - 6.8 **Cheeky Monkeys Toddler Group** for a grant of £500 towards the purchase of craft supplies, snacks, new and replacement toys and books
 - 6.9 **Okehampton and Hamlets Twinning Association** for a grant of £500 towards the hosting of a visit of representatives from Craon in August 2022
 - 6.10 **Okehampton Primary School Parent PTFA** for a grant of £500 towards the purchase of storage sheds, resurfacing, whiteboard, book character panels, storytelling chair and chalk board
 - 6.11 **TLG Make Lunch Club Okehampton** for a grant of £500 towards the cost of the running of the club
 - 6.12 **Community Links** for a grant of £5,000 towards the cost of moving premises and/or for a variety of purposes to enable them to enhance the profile of the organisation and continue to work effectively
 - 6.13 **Friends of Okehampton Library** for a grant of £370.48 towards the purchase of cushions for children, sensory items for use of pre-school sessions and lighting enhancement
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 31st January (month 10) 2022
 - 7.3 To resolve to approve the payment schedule
 - 7.4 To note the CCTV finance report and consider when to apply to the OPCC to claim the agreed grant
8. **Queen’s Platinum Jubilee Celebrations** – To receive an update and consider approval of the programme of events, subject to receipt of grants to cover costs over the approved budgeted figure
9. **Town Guide** – To receive an update on progress and to consider the draft document to date
9. **Paper Usage** – To review the internal use of recycled paper and consider any recommendations arising

10. **Okehampton Show** – To receive an update from the Clerk and consider how the stand at the show will be managed and who should attend
11. **Town Council Mascot** – To consider adopting a Council Mascot to aid the promotion of the Council at events in and around the town
12. **Policies and Documents** – To consider the and resolve to make recommendation of adoption to full Council:
 - Grant Policy (refer to the meeting report)
13. **Pay Increase 2021/22** – To receive an update from the Clerk and consider any action arising
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
17. **Insurance Claim** – To note details of a claim and to consider any action
18. **Staffing Matters** – To consider a report from the Clerk