



Okehampton Town Council

4th April 2022

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 11th April 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 7th March 2022
5. **Grant Awarded Feedback** – To note feedback from the following previously awarded grants:
 - **Friends of Okehampton Library** for the grant of £370.48 awarded in February 2022
 - **Ockment Centre** for the grant of £5,000 awarded in February 2022

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 month ended 28th February (month 11) 2022
 - 6.3 To resolve to approve the payment schedule
 - 6.4 To note that Microsoft prices are increasing from 1st July and resolve to continue to pay either monthly which would total £1,383.84 for the year, or annually at £1,153.20.
7. **The Queen's Platinum Jubilee** – To consider recommendations from the working group
8. **Mayor Choosing and Annual Council Meeting** – To approve the location of the meeting including consideration of livestreaming
9. **Livestreaming of Council Meetings** – To consider livestreaming Council and Committee meetings from the date of their relocation back to the Council Chamber
10. **Town Guide** – To receive an update on progress and to consider the draft document to date
11. **Policies and Documents** – To consider the following and resolve to make recommendation of adoption to full Council:
 - Internal Control Statement
12. **Grant Policy** – To consider revising the grant policy and the associated process
13. **Reports of Council Working/Task & Finish Groups** – To receive reports and resolve action as necessary
 - 13.1 **Investment** - Cllrs Leech, Tolley and Yelland
 - 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

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. **Insurance Claim** – To consider advice in relation to a claim following receipt of additional information and resolve any action arising.
17. **Staffing Matters** – To receive and consider:
 - 17.1 A report from the Clerk
 - 17.2 A report from Cllrs Tolley and Sanger following the Clerk's annual appraisal