



Okehampton Town Council

3rd May 2022

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 9th May 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 11th April 2022
5. **Grant Awarded Feedback** – To note feedback from the following previously awarded grants:
 - **Okehampton Primary School PFTA** for the grant of £500 awarded in February 2022
 - **Okehampton Friendship Group** for the grant of £250 awarded in March 2022

6. **Grant Applications** – To consider the following applications for a grant:
- 6.1 **North Dartmoor Search & Rescue** for a grant of £500 towards the purchase of a lightweight stretcher and spinal insert
 - 6.2 **Friends of St James' Primary School** for a grant of £200 towards the purchase cost of bark chippings for the flooring of a living willow dome and tunnel, topsoil for raised beds and a wheelbarrow
 - 6.3 **Okehampton Table Tennis Club** for a grant of £500 towards the cost of replacement equipment, bats, nets, court surrounds and scoreboards.
 - 6.4 **Museum of Dartmoor Life and Tourist Information Facility** for a grant of £3,500 for support towards the maintenance of the museum and £1,500 to assist with the running of the tourist information facility.
 - 6.5 **Friends of Okehampton Polish Naval Camp** for a grant of £412.50 for the purchase of a plaque commemorating the role Okehampton played during WWII and after when the town became the location of the Polish Naval Training Camp and a Resettlement Centre.
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 year ended 31st March (month 12) 2022
 - 7.3 To resolve to approve the payment schedule
 - 7.4 To resolve to renew the annual Zoom subscription which expires in June 2022, the current cost of which is £119.90
 - 7.5 Nationwide Business Fixed Rate Business 1 Year Saver Account – To note that the account matured on 29th April 2021 and to resolve to reinvest the funds with Nationwide for a further 1 Year term
 - 7.6 To resolve to recommend to full Council the virement of £16,060, including grants received in 2021/22, for the zip wire from general reserves to the play equipment nominal code
8. **Internal Audit**
- 8.1 To note that the internal auditors report for the year ended 31st March 2022 which does not raise any observations, concerns or recommendations for consideration
 - 8.2 To note that quotations for the appointment of an internal auditor for 2022/23 are required to be obtained
9. **Town Guide** – To receive an update on progress and to consider the draft document to date
10. **Policies and Documents** – To consider the and resolve to make recommendation of adoption to full Council:
- Delegation Scheme
 - Financial Regulations
 - Financial Risk Assessment & Management
 - Investment Strategy
 - Reserves Policy
 - Health & Safety Policy
11. **Reports of Council Working/Task & Finish Groups** – To receive reports and resolve action as necessary
- 11.1 **Investment** - Cllrs Leech, Tolley and Yelland
 - 11.2 **Queens Platinum Jubilee and Celebrations, 2022** – Cllrs Marsh, Wood and Yelland

12. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
 - 12.1 **Citizens Advice** - Cllr Abbots
 - 12.2 **DALC, Larger Councils Sub-Committee** – Cllr Sanger & Town Clerk
 - 12.3 **Fairtrade** - Cllr Button
 - 12.4 **Okehampton & District Community Transport Group** - Cllr Leech
 - 12.5 **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.'

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