



Okehampton Town Council

6th June 2022

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 13th June 2022 at 7pm in the Council Chamber, Town Hall, 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 Yelland (Chairman)
Cllr Sanger (Vice-Chairman)
Cllr Marsh
Cllr Matravers
Cllr Travers

Cllr Tolley (Mayor)
Cllr Wood (Chairman, Property)
Cllr Jessop (Chairman, Planning)
Cllr Button (Chairman, Parks)

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 9th May 2022
5. **Grant Awarded Feedback** – To note feedback from the following previously awarded grants:
 - **Museum of Dartmoor Life and Tourist Information** for the grant of £3,500 and £1,500 respectively, awarded in May 2022.
 - **Tor Support Services** for the grant of £500 awarded in February 2022

6. **Grant Applications** – To consider the following applications for a grant:
 - 6.1 **Okehampton Community Dance Project** for a grant of £494 towards the cost hall hire for the weekly dance sessions between January 2023 and mid-May 2023 allowing the cost to attendees to be kept to a minimum
 - 6.2 **Okey Music Day** for a grant of £500 towards the cost of the music day including the funding of musicians, the PA and production costs, and promotion
7. **Town Guide** – To consider the most recent draft version of the guide
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 year ended 30th April (month 1) 2022
 - 8.3 To resolve to approve the payment schedule
9. **Policies and Documents** – To consider the following documents and resolve to make recommendation of adoption to full Council:
 - Grant Policy
10. **Reports of Council Working/Task & Finish Groups** – To receive reports and resolve action as necessary
 - 10.1 **Investment** - Cllrs Leech, Tolley and Yelland
 - 10.2 **Queens Platinum Jubilee and Celebrations, 2022** – Cllrs Marsh, Wood and Yelland
11. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
 - 11.1 **Citizens Advice** - Cllr Yelland
 - 11.2 **COVID19 Support Group** – Cllr Button
 - 11.3 **DALC, Larger Councils Sub-Committee** – Cllr Yelland & Town Clerk
 - 11.4 **Fairtrade** - Cllr Button
 - 11.5 **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.'

12. **Outstanding Balances** – To receive details of outstanding balances
13. **Insurance Claim** – To receive and consider an update from the Clerk
14. **Internal Auditor** – To consider quotations for the appointment of an Internal Auditor and make a recommendation to full Council.
15. **Staffing Matters** –
 - 15.1 To consider a report from the Clerk
 - 15.2 To review the Clerk's pay scale following the Annual Appraisal in March 2022