



Okehampton Town Council

30th June 2022

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 18th July 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 Tolley (Mayor)
Cllr Sanger (Vice-Chairman)	Cllr Wood (Chairman, Property)
Cllr Marsh	Cllr Jessop (Chairman, Planning)
Cllr Matravers	Cllr Button (Chairman, Parks)
Cllr Travers	

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 13th June 2022
5. **Town Guide** – To consider the most recent draft version of the guide
6. **Grant Applications** – To consider the following applications for a grant:
 - 6.1 **Community Links** for a grant of £5,000 to support the Okehampton Coffee Group for the period of one year the expenses of which include venue hire, facilitator, volunteer expenses, resources, refreshments, and admin costs

7. **Poppy Wreath** – To resolve to make a donation of £50 to the Royal British Legion Poppy Appeal for a wreath
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 31st May (month 2) 2022
 - 8.3 To resolve to approve the payment schedule
 - 8.4 To note payments made under delegated powers since the Full Council meeting on 27th June 2022
9. **Council Email Backup** - To consider a recommendation from the council's IT contactor
10. **Policies and Documents** – To consider the following documents and resolve to make recommendation of adoption to full Council:
 - Business Continuity Plan
 - Document Retention Policy
 - Privacy (Data Protection) Policy
 - Privacy Notice (General)
 - Privacy Notice (Staff, Councillors and Role Holders)
 - Standing Orders
 - Subject Access Request Policy
11. **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
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 Yelland
 - 12.2 **COVID19 Support Group** – Cllr Button
 - 12.3 **DALC, Larger Councils Sub-Committee** – Cllr Yelland & Town Clerk
 - 12.4 **Fairtrade** - Cllr Button
 - 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. **Insurance Claim** – To note that the claim has been settled
15. **Work Experience Request** – To consider a request received for work experience with the Parks Team
16. **Staffing Matters** – To consider a report from the Clerk