



Okehampton Town Council

5th September 2022

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 12th September 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 Matravers

Cllr Travers

Cllr Tolley (Mayor)

Cllr Wood (Chairman, Property)

Cllr Jessop (Chairman, Planning)

Cllr Marsh (Chairman, Parks)

Yours faithfully

E James

Emma James
Town Clerk

AGENDA

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.

Business to be Transacted

1. **Apologies for Absence** - To receive apologies from those Members unable to attend
2. **Declarations of Interest** – To receive disclosures of interests from Councillors on matters to be considered at the Meeting. The disclosure shall include the nature of the interest. If a Member becomes aware, during the course of the Meeting, of an interest that has not been disclosed they must do so immediately.
3. **Deferment of Business** – For comment by the Public
4. **Members' Questions** - To receive questions from Members regarding the workings of the Committee.
5. **Minutes** – To confirm, and approve minutes of the Policy & Resources Committee meeting held on 18th July 2022
6. **Grant Feedback** – To note feedback from the following organisations to whom grants have been awarded:
 - 6.1 **Okey Music Day** for the grant of £500 awarded in June 2022

- 6.2 **Okement Rivers Improvement Group** for the grant of £500 awarded in January 2022
7. **Applications** – To consider the following applications for a grant:
- 7.1 **Get Changed Theatre Company** for a grant of £400 towards the cost of the provision of a Makaton communication programme to assist their clients, staff and others who offer support to their participants who have these additional needs
- 7.2 **Okehampton DofE Open Award Group** for a grant of £500 to cover the cost of their annual insurance premium with the remaining £2.25 being put towards repairs or renewals
- 7.3 **Okement Rivers Improvement Group** for a grant of £500 towards the renewal of Strimmer/Brushcutter training costs
- 7.4 **Okehampton Community Transport Group** for a grant of £1,000 towards the running cost of the Volunteer Car service
8. **Okehampton Town Postcards** – To consider producing postcards of the town to sell
9. **Temporary Small Projects Officer** - To note that Mrs Ellis and Mrs Horn have been appointed on fixed term 6 month contracts which commenced on 5th September 2022 for 3.5 and 4 hours per/week respectively.
10. **Finances**
- 10.1 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.
- 10.2 To consider, agree and adopt the management accounts (as circulated) for months ended 30th June and 31st July 2022 (months 3 and 4) 2022
- 10.3 To resolve to approve the payment schedule
- 10.4 To resolve to approve the payment of South West Water invoices by direct debit
11. **Reports of Council Working/Task & Finish Groups** – To receive reports and resolve action as necessary
- 11.1 **Investment** - Cllrs Leech, Tolley and Yelland – To note that a meeting is due to be held on 15th September
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** – No representative
- 12.3 **DALC, Larger Councils Sub-Committee** – Cllr Yelland & Town Clerk
- 12.4 **Fairtrade** - No representative
- 12.5 **Twinning Association** – Cllr Wood

PART TWO – CONFIDENTIAL ITEMS

13. **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 which are CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council.'
14. **Outstanding Balances** – To receive details of outstanding balances
15. **Staffing Matters** – To consider a report from the Clerk