



Okehampton Town Council

17<sup>th</sup> October 2022

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 24<sup>th</sup> October 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 Matravers

Cllr Tolley (Mayor)  
Cllr Wood (Chairman, Property)  
Cllr Marsh (Chairman, Parks)

Yours faithfully

*E James*

Emma James  
Town Clerk

### **AGENDA**

**A fire alarm drill is not planned. In the event that the alarm sounds, please make your way out of the building using either staircase to the meeting point in Red Lion Yard and await further instructions.**

**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. **Public Participation** – To receive questions or comments from members of the public. (Please note that decisions cannot be made on items not detailed on the agenda.)
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 18<sup>th</sup> July 2022
6. **Vice-Chairman** – To consider the appointment of a Vice-Chairman
7. **Grant Feedback** – To note feedback from the following organisations to whom grants have been awarded:
  - 7.1 **Okey Music Day** for the grant of £500 awarded in June 2022
  - 7.2 **Okement Rivers Improvement Group** for the grant of £500 awarded in January 2022
  - 7.3 **Wren Music** for the grant of £500 awarded in March 2022
8. **Applications** – To consider the following applications for a grant:
  - 8.1 **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
  - 8.2 **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
  - 8.3 **Okement Rivers Improvement Group** for a grant of £500 towards the renewal of Strimmer/Brushcutter training costs
  - 8.4 **Okehampton Community Transport Group** for a grant of £1,000 towards the running cost of the Volunteer Car service
  - 8.5 **Wellbeing Café (part of Made-Well CIC)** for a grant of £500 towards the development of resources and delivery of support and services
  - 8.6 **Wren Music** for a grant of £500 towards the cost of the provision of a Family Friendly Music Day
  - 8.7 **Meldon Viaduct** for a grant of £500 towards the maintenance and renewal fund
  - 8.8 **Citizens Advice Torridge North Mid & West Devon** for a grant of £5,000 to enable the recruitment and training of an additional 3 volunteers for the Okehampton area
  - 8.9 **Okehampton Carnival Committee** for a grant of £500 towards the cost of the Carnival
9. **Jubilee Water Bottles and Books** – To consider a report (to follow) detailing sales of the Water Bottles and Commemorative Books and resolve action to be taken with those unsold
10. **Policies and Documents** –
  - 10.1 For consideration and recommendation to full Council for ratification following staff consultation:
    - Flexible Retirement Policy
    - Employer Pension Discretions Policy
  - 10.2 For consideration and recommendation to full Council for ratification
    - Standing Orders
11. **Budget 2022/23** - To consider any projects and particular purchases for inclusion in the first draft of the P&R and Democratic budget elements for the financial year 2022/23
12. **Finances**
  - 12.1 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.

- 12.2 To consider, agree and adopt the management accounts (as circulated) for months ended 30<sup>th</sup> June, 31<sup>st</sup> July, 31<sup>st</sup> August and 30<sup>th</sup> September 2022 (months 3, 4, 5 and 6)
- 12.3 To resolve to approve the payment schedule
- 12.4 To resolve to approve the payment of South West Water invoices by direct debit
13. **Investments** – To consider the report and recommendations from the working group and resolve to make recommendations to full Council
14. **Fixed Term Small Projects Officer** – To note that Mrs Ellis and Mrs Horn have been appointed as Fixed Term Small Projects Officers on fixed term 6 month contracts which commenced on 5<sup>th</sup> September 2022 for 3.5 and 4 hours per/week respectively.
15. **Reports of Council Working/Task & Finish Groups** – To receive reports and resolve action as necessary
- 15.1 **Investment** - Cllrs Leech, Tolley and Yelland – To note that a meeting was held on 15<sup>th</sup> September and recommendations arising are at item 13 above for consideration
16. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
- 16.1 **Citizens Advice** - Cllr Yelland
- 16.2 **COVID19 Support Group** – No representative
- 16.3 **DALC, Larger Councils Sub-Committee** – Cllr Yelland & Town Clerk
- 16.4 **Fairtrade** - No representative
- 16.5 **Twinning Association** – Cllr Wood

## **PART TWO – CONFIDENTIAL ITEMS**

17. **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.'**
18. **Outstanding Balances** – To receive details of outstanding balances
19. **Past Mayors Badges** – To note that the Council only has one badge remaining and to consider quotations for the purchase of additional badges
20. **Okehampton Postcards** – To consider a quotation received for the production of postcards of the town to sell
21. **Staffing Matters** –
- 21.1 To consider paying those members of office staff who worked on Sunday 11<sup>th</sup> September 2022 additional hours to make arrangements for the Reading of the Proclamation the following day and commenced reorganisation of the Civic Service on 18<sup>th</sup> September
- 21.2 To consider a request for training