



Okehampton Town Council

7<sup>th</sup> November 2022

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 14<sup>th</sup> November 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 A Fisher  
Cllr Matravers

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

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 24<sup>th</sup> October 2022

6. **Vice-Chairman** – To resolve to appoint a Vice-Chairman, if required
7. **Grant Feedback** – To note feedback from the following organisations to whom grants have been awarded:
  - 7.1 **Okehampton DoE Open Award Group** for the grant of £500 awarded in October 2022
  - 7.2 **Okehampton Carnival Committee** for the grant of £500 awarded in October 2022
  - 7.3 **Everything Okehampton** for the grant of £1,000 awarded in January 2022
8. **Applications** – To consider the following applications for a grant:
  - 8.1 **Immersion in the Community CIC** for a grant of £500 towards the purchase of a pool table
  - 8.2 **Okehampton United Ecclesiastical Charity** for a grant of £750 towards the ongoing maintenance of the clock and its chimes
  - 8.3 **Everything Okehampton** for a grant of £2,000 towards the cost of the new security bolts and wires for the Christmas lights, their erection and taking down
9. **Mayors Photo Album** – To consider a report from the Admin Officer to purchase an additional album and acid free tissue to protect the photos in the existing album
10. **Budget 2023/24** – To consider V2 of the Democratic and Administrative elements of the budget.
11. **Annual Subscriptions** – To review and resolve renewal of annual subscriptions for 2023/24
12. **Regular Direct Debits, Standing Orders and BACS Transactions** – To review the regular payments paid by Direct Debit and Standing Order
13. **2022/23 Pay Agreement** – To resolve to ratify the implementation and backdating of the Local Government Services Pay Agreement for the 2022/23 financial year in accordance with the pay scales published by NALC and the additional days leave for all employees (pro-rata) from 1<sup>st</sup> April 2023.
14. **Internal Audit Report** – To consider the report, if received, following the audit on 8<sup>th</sup> November 2022
15. **Finances**
  - 15.1 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.
  - 15.2 To consider, agree and adopt the management accounts (if available) for months ended 31<sup>st</sup> October 2022 (month 7)
  - 15.3 To resolve to approve the payment schedule
16. **Terms of Reference** – To consider the Terms of Reference for the King Charles III Coronation Task and Finish Group and make recommendation to full Council for ratification.
17. **Reports of Council Working/Task & Finish Groups** – To receive reports and resolve action as necessary
  - 17.1 **Investment** - Cllrs Leech, Tolley and Yelland –
  - 17.2 **King Charles III Coronation** – Cllrs Ireland and Wood, and representatives from Everything Okehampton
18. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council

- 18.1 **Citizens Advice** - Cllr Yelland
- 18.2 **DALC, Larger Councils Sub-Committee** – Cllr Yelland & Town Clerk
- 18.3 **Fairtrade** – Cllr Wood
- 18.4 **Twinning Association** – Cllr Wood

**PART TWO – CONFIDENTIAL ITEMS**

- 19. **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.’**
  
- 20. **Outstanding Balances** – To receive details of outstanding balances
  
- 21. **Gazebo** – To consider quotations for the purchase of a gazebo for use at event by the Council and, if necessary, a banner