



Okehampton Town Council

9th January 2023

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 16th January 2023 at 7.20pm (or at the arising of the Full Council meeting, whichever later) 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 Botton
Cllr Fisher

Cllr Tolley (Mayor)
Cllr Marsh (Chairman, Parks)
Cllr Matravers (Chairman, Planning)
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

- Apologies for Absence** - To receive apologies from those Members unable to attend
- 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.
- 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.)
- 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 meetings held on 14th November and 5th December 2022 including an amendment to Min Ref 440 to include the wording ‘Coronation of King Charles III’
6. **Grant Feedback** – To note documentation requested by the Committee prior to the release of funds awarded to Okehampton Army Cadets in February 2022 and a subsequent letter of reminder asking for the information by the end of February 2023 has not been responded to, and to consider further action.
7. **Applications** – To consider the following applications for a grant:
 - 7.1 **Okehampton Fairtrade Group** for a grant of £140 towards the hosting of an event during Fairtrade Fortnight 2023
 - 7.2 **Okehampton United Charity** for a grant of £1,988.63 towards the cost of the provision of allotments
8. **Policies and Documents** –
 - 8.1 To consider the following policies and documents and make recommendation to Full Council for adoption following staff consultation:
 - Absence Management Policy
 - Grievance Policy
 - Leave Policy
 - Social Media, IT and Phone Use Policy for Employees
 - Training and Development Policy for Employees and Councillors
 - Uniform Policy for Employees
 - 8.2 To consider the following policies and documents and make recommendation to Full Council for adoption:
 - Asbestos Management Plan (as produced by Environmental Services who were contracted to undertake the annual inspection)
 - Complaints Policy & Procedure
 - Flag Flying Policy
 - Grant Policy
 - Treasury & Investment Policy and Strategy
 - Waste Management and Recycling Policy
9. **Finances**
 - 9.1 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.
 - 9.2 To consider, agree and adopt the management accounts (as circulated) for months ended 30th November 2022 (month 8)
 - 9.3 To resolve to approve the payment schedule
10. **Devon Pension Fund** – To note the 2022 Actuarial Valuation Report and Employer Contribution Rates for 2023 to 2025
11. **Investments** – To consider a report from the working group and a recommendation to Full Council that some funds be invested with CCLA
12. **Coronation of King Charles III, 6 May 2023** – To receive an update on the progress of plans for the event and to consider a request from Okehampton Hamlets Parish Council to join the join Town Council and Everything Okehampton working group and become involved in the events and any other actions arising
13. **Reports of Council Working/Task & Finish Groups** – To receive reports and resolve action as necessary
 - 13.1 **Investment** - Cllrs Marsh, Tolley and Yelland –

14.2 King Charles III Coronation – Cllrs Ireland and Wood, and representatives from Everything Okehampton

15. Members' Reports and Requests for Agenda Items - To receive reports from Members attending other organisations on behalf of the Council

15.1 Citizens Advice - Cllr Yelland

15.2 DALC, Larger Councils Sub-Committee – Cllr Yelland & Town Clerk

15.3 Fairtrade – Cllr Wood

15.4 Twinning Association – Cllr Wood

PART TWO – CONFIDENTIAL ITEMS

16. 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.'

17. Outstanding Balances – To receive details of outstanding balances

18. Staffing Matters – To consider matters relating to the progression of the Apprentice to the Level 3