



Okehampton Town Council

6th March 2023

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 13th March 2023 at 7pm (or at the arising of the Planning Committee 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 meeting held on 16th January 2023
6. **Grant Feedback** – To note feedback:
 - **Okehampton Community and Recreation Association** for a grant of £500 awarded in March 2022 towards the provision of activities on 4th June as part of the Fields in Trust and Jubilee Celebrations
7. **Applications** – To consider the following applications for a grant:
 - 7.1 **1st Okehampton Scout Group** for a grant of £237.50 towards the purchase cost of smoke alarms, heat detector and PAT testing for the scout hut
 - 7.2 **Daisi** for a grant of £500 towards the Art Room, wellbeing project due to run from April 2023 to August 2024
 - 7.3 **Okehampton Friendly Circle** for a grant of £500 towards the cost of a coach for the yearly outing and entrance fees
 - 7.3 **Okehampton Primary School** for a grant of £100 to cover the purchase cost of a tree, plants and compost in celebration of the Coronation of King Charles III
 - 7.4 **Okehampton Community Recreation Association** for a grant of £1,600 towards the costs of the Charter/Fields in Trust Celebrations in July 2023, OCRA's Sports Week and work towards the Open Space, Sport and Recreation Plan
8. **Policies and Documents** – To consider the following policies and documents and make recommendation to Full Council for adoption:
 - Asset Register and Disposal Policy
 - Body Worn CCTV:
 - Privacy Impact Statement
 - Policy and Operational Procedural Guidance
 - Civic Protocol
 - Criminal Record Checks Policy
 - Data Security Breach Response Policy and Procedure
 - Health & Safety Policy
 - Internal Control Statement
 - Operation London Bridge
 - Rehabilitation of Offenders Policy
 - Strategic Plan 2023-2027
 - Volunteer Group:
 - Agreement
 - 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 31st December 2022 (month 9) and 31st January 2023 (month 10)
 - 9.3 To resolve to approve the payment schedule
 - 9.4 To resolve to approve virements prior to year end as on the schedule (to follow)
10. **Investments** – To note correspondence from NatWest following a request to move funds from an account with them to Nationwide and consider resolving the following recommendations to Full Council:
 - a) that a CCLA Public Sector Deposit Fund account be opened and that £400,000 is transferred from NatWest this account
 - b) that the NatWest Liquidity Manager account is closed and the balance transferred to the NatWest Business Reserve account

13. **Reports of Council Working/Task & Finish Groups** – To receive reports and resolve action as necessary
 - 13.1 **Investment** - Cllrs Marsh, Tolley and Yelland
 - 13.2 **King Charles III Coronation, 6 May 2023** – Cllrs Ireland and Wood, and representatives from Everything Okehampton
 - 13.3 **Okehampton Celebrates, 9 July 2023**

14. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
 - 14.1 **Citizens Advice** - Cllr Yelland
 - 14.2 **DALC, Larger Councils Sub-Committee** – Cllr Yelland & Town Clerk
 - 14.3 **Fairtrade** – Cllr Wood
 - 14.4 **Twinning Association** – Cllr Wood

PART TWO – CONFIDENTIAL ITEMS

15. **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.'

16. **Outstanding Balances** – To receive details of outstanding balances

17. **Staffing Matters** –
 - 17.1 **Annual Appraisal and Performance Reviews** - To receive a report from the Clerk in relation to any matters arising the annual reviews
 - 17.2 **Temporary Project Officers** – To receive an update
 - 17.3 **Apprenticeship Salary** – To resolve to approve the increase in apprenticeship rate in accordance with National Minimum Wage from 1st April 2023
 - 17.4 **Work Experience** – To consider a request and resolve to delegate future requests to the Clerk following consultation with the Chairman of the Policy & Resources Committee