



Okehampton Town Council

11th April 2023

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 17th April 2023 at **7.20pm (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

This meeting will be livestreamed through the Council's Facebook page. Persons attending will be captured on film except when seated in the public seating area, with the exclusion of the first row. Any speech may be picked up and broadcast.

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 13th March 2023

6. **Grant Feedback** – To note feedback received from:
 - **Who Let the Dads Out** for a grant of £500 awarded in January 2022
 - **Okehampton Fairtrade Group** for a grant of £140 awarded in January 2023
7. **Allotments** – To consider a draft agreement for the continued funding of allotments by Okehampton United Charity for the use of Okehampton residents
8. **Policies and Documents** -To consider the following policies and documents and make recommendation to Full Council:
 - Data Security Breach Response Policy and Procedure
 - Delegation Scheme
 - Dignity at Work Policy
 - Financial Regulations
 - Financial Risk Assessment and Management Policy
 - Reserves Policy
 - Standing Orders
 - Treasury and Investment Policy & Strategy
9. **Information Point** – To consider a report from the Clerk and resolve to approve the retention of tourist information in the council office
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 28th February 2023 (month 11)
 - 10.3 To resolve to approve the payment schedule
11. **Mobile Phone** – To consider the purchase of a mobile phone for use of office staff
12. **Reports of Council Working/Task & Finish Groups** – To receive reports and resolve action as necessary
 - 12.1 **Investment** - Cllrs Marsh, Tolley and Yelland
 - 12.2 **King Charles III Coronation, 6 May 2023** – Cllrs Ireland and Wood, and representatives from Everything Okehampton
 - 12.3 **Okehampton Celebrates, 9 July 2023**
13. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
 - 13.1 **Citizens Advice** - Cllr Yelland
 - 13.2 **DALC, Larger Councils Sub-Committee** – Cllr Yelland & Town Clerk
 - 13.3 **Fairtrade** – Cllr Wood
 - 13.4 **Twining Association** – Cllr Wood

PART TWO – CONFIDENTIAL ITEMS

14. **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.'
15. **Outstanding Balances** – To receive details of outstanding balances
16. **Staffing Matters** –
 - 16.1 To consider a report from Cllrs Tolley and Yelland following the Clerk's annual appraisal and any matters arising
 - 16.2 To consider a report from the Clerk in relation to additional hours for employees
 - 16.3 To consider a request from a member of staff for prescription safety glasses