



Okehampton Town Council

2nd June 2023

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 19th June 2023 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 Fisher (Mayor)
Cllr Tolley (Vice-Chairman)	Cllr Holt (Chairman, Parks)
Cllr Bird	Cllr Leech (Chairman, Planning)
Cllr Marsh	Cllr Wood (Chairman, Property)
Cllr Weekes	

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

- 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 17th April 2023
6. **Grant Feedback** – To note feedback received from:
 - **1st Okehampton Scout Group** for the grant of £237.50 awarded in March 2023 towards the renewal of smoke alarms and heat detectors, and safety testing of equipment.
7. **Grant Applications** – To consider the applications received and a donation to the RBL 2023 Poppy Appeal:
 - 7.1 **Okey Music Day** for a grant of £1,000 towards the costs of the event on 16th July 2023.
 - 7.2 **Museum of Dartmoor Life and Tourist Information Facility** for a grant of £3,500 towards the maintenance of the museum and £1,500 to assist with the running of the tourist information facility.
 - 7.3 **Okehampton Carnival** for a grant of £1,000 towards the cost of the event
 - 7.4 **Tor Support** for a grant of £3,000 to fund 60 counselling sessions.
 - 7.5 **Okehampton Friendship Group** for a grant of £300 towards the cost of room hire and light refreshments.
 - 7.6 **Wren Music** for a grant of £500 towards events celebrating Wren's 40th Anniversary.
 - 7.7 **Friends of Okehampton Library** for a grant of £320 towards the provision of a Book Festival.
 - 7.8 **Okehampton Excelsior Silver Band** for a grant of £490 for the purchase of Carol books and music folders.
 - 7.9 **Okehampton United Ecclesiastical Charity** for a grant of £500 towards the upkeep of the Town Clock.
 - 7.10 **Poppy Appeal 2023** – To resolve to approve the donation of £50 for a wreath for 2023 Remembrance Service.
8. **Policies and Documents** –
 - 8.1 **Policies** - To consider the following policies and documents and make recommendation to Full Council:
 - Work Experience Policy
 - **Business Continuity Plan**
 - 8.2 **Terms of Reference** - To review the following Terms of Reference and make recommendation to Full Council:
 - Policy & Resources Committee
 - Personnel Sub-Committee
9. **Finances**
 - 9.1 Cllr Wood 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 March 2023 (month 12) and 30th April 2023 (month 1)
 - 9.3 To resolve to approve the payment schedule.
10. **Mobile Phone** – To note that the contract agreed by the Committee is no longer available and that a standard rate pay as you use SIM card with no contract has been obtained in its place, the phone having been given to the Council by Cllr Tolley
11. **Reports of Council Working/Task & Finish Groups** – To receive reports and resolve action as necessary
 - 11.1 **Investment** - Cllrs Marsh, Tolley and Yelland
 - 11.2 **Okehampton Celebrates, 9 July 2023** – Clerk, Admin Officer
 - 11.3 **80th Celebration of D-DAY in 2024** – Cllrs Bird, Colman, Marsh, Weeks

12. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
 - 12.1 **Citizens Advice** - Cllr Yelland
 - 12.2 **DALC, Larger Councils Sub-Committee** – Policy & Resources Committee
Chairman and Town Clerk
 - 12.3 **Fairtrade** – Cllr Wood
 - 12.4 **Police council Advocate Scheme, Northern Links and Okehampton Matters**
– Cllr Yelland

PART TWO – CONFIDENTIAL ITEMS

13. **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.'
14. **Outstanding Balances** – To receive details of outstanding balances