



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

10th July 2023

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 17th July 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.)

4. **Members' Questions** - To receive questions from Members regarding the workings of the Committee.
5. **Minutes** – To approve minutes of the Policy & Resources Committee meeting held on 19th June 2023.
6. **Grant Feedback** – To note feedback received from:
 - **Meldon Viaduct Trust** for the grant of £500 awarded in December 2022
 - **Museum of Dartmoor Life and Tourist Information Facility** for the grants of £3,500 and £1,500 awarded in June 2023
 - **Okehampton Primary School** for a grant of £100 awarded in March 2023
 - **North Dartmoor Search & Rescue Team** for a grant of £500 awarded in May 2022
7. **Policies and Documents** – To consider the following policy as reviewed by the Planning Committee and make recommendation to Full Council:
 - Tree Policy
8. **Finances**
 - 8.1 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.
 - 8.2 To consider, agree and adopt the management accounts (as circulated) for month ended 31 May 2023 (months 2).
 - 8.3 To resolve to approve the payment schedule.
9. **IT Equipment** – To consider the purchase of a tablet for to enable caretaking staff to use the electronic booking system
10. **Personnel Safety** – To consider the safety of staff and councillors
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
 - 11.4 **Emergency Plan** – Cllrs Colman, Marsh, Weeks and Wood
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 West Devon 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