



Okehampton Town Council

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Emma James  
Town Clerk

4<sup>th</sup> September 2023

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 11<sup>th</sup> September 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 Tolley (Vice-Chairman)  
Cllr Bird  
Cllr Marsh  
Cllr Weekes

Cllr Fisher (Mayor)  
Cllr Holt (Chairman, Parks)  
Cllr Leech (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**

- 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 17<sup>th</sup> July 2023.
6. **Grant Feedback** – To note feedback received from:
  - **Okey Music Day** for the grant of £500 awarded in June 2023
  - **Okehampton Rugby Football Club** for the grant of £500 awarded in March 2022
  - **Okehampton Table Tennis Club** for the grant of £500 awarded in August 2022
  - **Wren Music** for the grant of £200 awarded in October 2022
  - **Okehampton & District Community Transport Group** for the grant of £1,000 awarded in October 2022
  - **Citizens Advice Torridge, North Mid & West Devon** for the grant of £5,000 awarded in October 2022
  - **Okehampton Friendly Circle** for the grant of £500 awarded in March 2023
  - **Okehampton Community Dance Project** for the grant of £494 awarded in June 2023
  - **Immersion in the Community CIC** for the grant of £500 awarded in November 2022
  - **Okehampton Carnival Committee** for the grant of £1,000 awarded in June 2023
  - **Okement Rivers Improvement Group** for the grant of £500 awarded in October 2022
7. **Policies and Documents** –
  - 7.1 To consider the following policies and make recommendation to Full Council:
    - Accident and Incident Reporting Policy & Procedure
    - Biodiversity Duty Policy
    - Co-Option Policy
    - Grant Policy
    - Workplace Stress Management Policy
  - 7.2 To consider the following policies reviewed by the Parks Committee and make recommendation to Full Council:
    - Cemetery Fees for 2024-25
    - Cemetery Rules and Regulations Policies
    - Outdoor Area Inspection Policy
    - Simmons Park Memorial Management Policy
    - Snow and Ice Management Policy
8. **Finances**
  - 8.1 **Councillor Audits** - 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 **Management Accounts** - To consider, agree and adopt the management accounts (as circulated) for month ended 30<sup>th</sup> June and 31<sup>st</sup> July 2023 (months 3 and 4).
  - 8.3 **Payment Schedule** - To resolve to approve the payment schedule.
  - 8.4 **Training Budget** – To consider the training budget and resolve to approve an arrangement for an all-staff Emergency First Aid course
  - 8.5 **2024/25 Budget** – To receive and consider feedback from the Budget Workshop on 29<sup>th</sup> August.
9. **Valuations** – To note that the 4 yearly valuation of Regalia, Silverware and Paintings for insurance purpose is taking place on 20<sup>th</sup> September and to resolve the type of valuation required

10. **Reports of Council Working/Task & Finish Groups** – To receive reports and resolve action as necessary
  - 10.1 **Investment** - Cllrs Marsh, Tolley and Yelland
  - 10.2 **Okehampton Celebrates, 9 July 2023** – Clerk, Admin Officer – To receive a final costings report
  - 10.3 **80<sup>th</sup> Celebration of D-DAY in 2024** – Cllrs Bird, Colman, Marsh, Weekes
  - 10.4 **Emergency Plan** – Cllrs Colman, Marsh, Weekes and Wood
  
11. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
  - 11.1 **Citizens Advice** - Cllr Yelland
  - 11.2 **DALC, Larger Councils Sub-Committee** – Policy & Resources Committee Chairman and Town Clerk
  - 11.3 **Fairtrade** – Cllr Wood
  - 11.4 **Police council Advocate Scheme, Northern Links and West Devon Matters** – Cllr Yelland
  - 11.5 **Twinning Association** – Cllr Wood
  - 11.6 **Okehampton Ukraine Support Group** – Cllr Wood

## **PART TWO – CONFIDENTIAL ITEMS**

12. **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.'**
  
13. **Outstanding Balances** – To receive details of outstanding balances
  
14. **Staffing Matters** – To consider a request from DCC Registration Service in relation to the cleaning of Office space leased to them