



Okehampton Town Council

Town Hall
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Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

6th November 2023

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 13th November 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 Colman (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 11th September 2023.
6. **Grant Feedback** – To note feedback received from:
 - **Okehampton Excelsior Silver Band** for the grant of £490 awarded in June 2023
 - **Friends of St James School** for the grant of £200 awarded in May 2022
 - **Friends of Okehampton Library** for the grant of £320 awarded in June 2023
 - **Community Links SW** for the grant of £2,250 awarded in July 2022
 - **Made-Well CIC** for the grant of £500 awarded in January 2023
7. **Grant Applications** – To consider the following applications for a grant from the Town Council:
 - 7.1 **Okehampton Rugby Football Club** for a grant of £500 towards the cost of new tackle bags
 - 7.2 **Meldon Viaduct Trust** for a grant of £500 towards the essential repairs and maintenance fund
 - 7.3 **Everything Okehampton** for a grant of £3,400; £1,400 as a third contribution towards the Celebrations in the Park in July 2023 and £2,000 towards the cost of the Christmas light erection and dismantling
 - 7.4 **Simmons Bowling Club** for a grant of £382.20 towards the cost of a countertop glasswasher
 - 7.5 **Okehampton District Community Transport Group** for a grant of £1,000 towards continuation of the transportation service
 - 7.6 **Citizens Advice** for a grant of £5,000 towards their continued work in Okehampton
8. **Policies and Documents** – To consider the following policies and make recommendation to Full Council:
 - Asbestos Management Plan
 - Developer Engagement Policy (to follow)
 - Freedom of Information Publication Scheme
9. **Town Guide** – To consider if to accept the offer from Bamboo Publishing for production and publication of a further guide covering the period 2024 to 2026.
10. **2023/24 Pay Agreement** – To resolve to ratify the implementation and backdating of the Local Government Services Pay Agreement for the 2023/24 financial year in accordance with the pay scales published by NALC for employees (pro-rata) from 1st April 2023.
11. **Annual Subscriptions** – To review and resolve renewal of annual subscriptions for 2024/25 (details to follow)
12. **Regular Direct Debits, Standing Orders and BACS Transactions** – To review the regular payments paid by Direct Debit and Standing Order (details to follow)
13. **Budget 2024/25** – To consider V2 of the draft budget.
14. **Finances**
 - 14.1 **Councillor Audits** - 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.

- 14.2 Management Accounts** - To consider, agree and adopt the management accounts (as circulated) for month ended 31st August and 30th September 2023 (months 5 and 6).
- 14.3 Payment Schedule** - To resolve to approve the payment schedule.
- 15. Reports of Council Working/Task & Finish Groups** – To receive reports and resolve action as necessary
- 15.1 80th Celebration of D-DAY in 2024** – Cllrs Bird, Colman, Marsh, Weekes
- 15.2 Emergency Plan** – Cllrs Colman, Marsh and Weeks
- 16. Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
- 16.1 Citizens Advice** - Cllr Yelland
- 16.2 DALC, Larger Councils Sub-Committee** – Policy & Resources Committee
Chairman and Town Clerk
- 16.3 Fairtrade** – Cllr Weekes
- 16.4 Police council Advocate Scheme, Northern Links and West Devon Matters**
– Cllr Yelland
- 16.5 Twinning Association** – Cllr Rogers
- 16.6 Okehampton Ukraine Support Group** – Cllr Ireland

PART TWO – CONFIDENTIAL ITEMS

- 17. 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.'
- 18. Outstanding Balances** – To receive details of outstanding balances
- 19. Staffing Matters** – To consider a report from the Personnel Sub-Committee