



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

4th March 2024

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 11th March 2024 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 15th January 2024.
6. **Grants**
 - 6.1 **Feedback** – To note feedback received from grant recipients:
 - **Tor Support Services** for a grant of £3,000 awarded in July 2023
 - 6.2 **Allotments** - To resolve to approve an application from Okehampton United Charity for the sum of £3,661.99 being the Town Council's contribution to cover cost of provision of allotments in accordance with the Funding Agreement.
 - 6.2 **Town Centre Initiative** - To consider and resolve to approve, in principle with policy to follow, setting aside remaining grant budget funds amounting to £2,895.81, or as remains at year end, for the purpose of creating an additional grant scheme in 2024/25 for application by town centre businesses to assist with front elevation exterior decoration/improvement. Supporting the economy and a public realm project within DCC's Regeneration Scheme.
7. **Policies and Documents** –
 - 7.1 To consider the following policies and make recommendation to Full Council:
 - Health & Safety Policy
 - Delegation Scheme
 - Financial Regulations
 - Financial Risk Assessment and Management Policy
 - Internal Control Statement
 - Reserves Policy
 - Standing Orders
 - Treasury and Investment Policy & Strategy
 - 7.2 To consider the following policies as considered by the Parks Committee and make recommendation to Full Council:
 - Cemetery Rules and Regulations
 - Memorial Mason Registration Scheme
8. **Finance and Audits**
 - 8.1 **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.
 - 8.2 **Management Accounts** - To consider, agree and adopt the management accounts (as circulated) for months ended 31st December 2023 and 31st January 2024 (months 9 and 10).
 - 8.3 **Investments** – To review the Council's financial investments and associated interest rates
 - 8.4 **Payment Schedule** - To resolve to approve the payment schedule.
9. **Reports of Council Working/Task & Finish Groups** – To receive reports from members of the groups:
 - 9.1 **80th Celebration of D-Day in 2024** – Cllrs Bird, Colman, Marsh, Weekes
 - 9.2 **Emergency Plan** – Cllrs Colman, Marsh and Weekes
10. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
 - 10.1 **Citizens Advice** - Cllr Yelland
 - 10.2 **DALC, Larger Councils Sub-Committee** – Policy & Resources Committee Chairman and Town Clerk
 - 10.3 **Devon Climate Emergency Group** – Cllr Bird
 - 10.4 **Fairtrade** – Cllr Weekes
 - 10.5 **Police council Advocate Scheme, Northern Links and West Devon Matters** – Cllr Yelland

PART TWO – CONFIDENTIAL ITEMS

11. **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.’
12. **Outstanding Balances** – To receive and consider details of outstanding balances
13. **Silver Maces** – To consider a condition report and quotation for recommended repair and maintenance work
14. **Council Email/IT Security** – To consider a request from Cllr Richards that the council reviews its email protection, and quotations and information obtained in relation to this and IT security
15. **Staffing Matters** – To consider a report from the Clerk including in relation to Annual Appraisal and Performance Reviews and staffing levels.
16. **Clerk’s Annual Appraisal and Performance Review and Pay Review** – To consider a report from Cllrs Fisher and Yelland following the Clerk’s annual appraisal and the annual pay review.