



Okehampton Town Council

Town Hall
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Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

8th April 2024

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 15th April 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 11th March 2024.
6. **Grant Feedback** – To note feedback received from grant recipients:
 - **Okehampton Men's Hockey Club** for a grant of £500 awarded in July 2022
7. **Policies and Documents**
 - 7.1 **Policies** - To consider the following policies and make recommendation to Full Council:
 - Document Retention Policy
 - Safeguarding Policy
 - Town Centre Grant Initiative Policy
 - Whistleblowing Policy
 - Work Experience Policy
 - 7.2 **Okehampton Town Youth Council (OTYC)** – To resolve to approve and recommend to Full Council the following policies and documentation, subject to consideration of OTYC:
 - Constitution
 - Code of Conduct
 - Data Protection Policy
 - Equal Opportunities Policy
 - Health and Safety Policy
 - Safeguarding Policy
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 month ended 29th February 2024 (month 11)
 - 8.3 **Investments** – To review financial investments including 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. **Staffing Matters** – To consider a report from the Clerk and recommendations from the Policy & Resources Committee