



Okehampton Town Council

Town Hall
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Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

28th October 2024

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 4th November 2024 at 7pm (or at the arising of the Property Committee meeting, whichever later) 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 J Yelland (Chairman)
Cllr L Bird
Cllr F Hart
Cllr C Marsh
Cllr S Weekes

Cllr A Fisher (Mayor)
Cllr R Colman (Chairman, Property)
Cllr T Leech (Chairman, Planning)
Cllr B Tolley (Vice-Chairman)

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.

Please ensure mobile phones are turn off or to silent.

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.

3. **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 meetings held on 16th and 23rd September 2024.
6. **Town Council Grant**
 - 6.1 **Grant Feedback** – To note feedback received from grant recipients:
 - a) **Okehampton Ladies Friendship Group** for the grant of £300 awarded in June 2023
 - b) **Okehampton Friendly Circle** for the grant of £500 awarded in June 2024
 - c) **Okehampton Community Recreation Association** for the grant of £500 awarded in June 2024
 - d) **Okehampton Fairtrade Group** for the grant of £125 awarded in June 2024
 - 6.2 **Grant Applications** – To consider the following applications:
 - a) **Okehampton United Ecclesiastical Charity** for a grant of £500 towards the upkeep of St James' Chapel and the Town Clock
 - b) **Okehampton District Community Transport Group** for a grant of £1,000 towards the provision of core services ensuring delivery of services
 - c) **Citizens Advice Torridge, North Mid and West Devon** for a grant of £5,000
 - d) **Meldon Viaduct Trust** for a grant of £500 to assist with funding of essential repairs and maintenance, and build a reserve for refurbishment plans in 2029
 - e) **Everything Okehampton** for a grant of £4,000 towards the cost of erection, maintaining and dismantling the Christmas Lights.
 - f) **Okehampton Carnival** for a grant of £500 towards the running costs of the annual carnival
 - g) **Okehampton Voices** for a grant of £500 towards the purchase of a PA system and microphones for performances at events
 - h) **Okehampton Ladies Friendship Group** for a grant of £350 towards the cost of room hire, refreshments for monthly meetings and for anniversary and Christmas celebrations
7. **Okehampton Town Centre Grant Initiative** – To consider the following applications:
 - a) **Dogberry & Finch Books** – For a grant of £386.85 towards the cost of window decal, vinyl sign panels and an eco-friendly wall mounted heater
 - b) **The Arcade Trust** (Victorian Arcade) – For a grant of £500 towards the design and installation of a large entrance sign at the Fore Street end, refurbishment of the entrance panel the opposite end and repainting of associated entrance ceilings
8. **Okehampton Town Youth Council** – To receive, consider feedback from the Youth Council and consider any comments to feed back.
9. **Policies and Documents** – To consider the following document and resolve to make recommendation of approval to Full Council:
 - a) Freedom of Information Publication Scheme
 - b) Asbestos Management Policy, if available
10. **Civic Regalia** –
 - 10.1 To consider options for purchase of a Mayoral Chain for use at Civic events outside of the town and make recommendations to Full Council
 - 10.2 To consider replacement of the ribbon on the Deputy Mayors pendant

11. **2024/25 Pay Agreement** – To resolve to ratify the implementation and backdating of the Local Government Services Pay Agreement for the 2024/25 financial year to 1st April 2024.
12. **Finance and Audits**
 - 12.1 **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.
 - 12.2 **Management Accounts** - To consider, agree and adopt the management accounts (as circulated) for month ended 31st August 2024 (month 5) and 30th September 2024 (month 6)
 - 12.3 **Investments** – To review financial investments including interest rates
 - 12.4 **Mayors Charity Account** – To note correspondence from Lloyds and consider action to be taken.
 - 12.5 **Bank Signatories** – To review bank signatories, resolve to remove Mrs Ellis from all accounts and online banking, and that the Finance Officer, once appointed, be added in the place of Mrs Ellis.
 - 12.6 **Payment Schedule** - To resolve to approve the payment schedule.
 - 12.7 **Virements** – To resolve to approve virements as listed on the attached report
 - 12.8 **Regular Direct Debits, Standing Orders and BACS Transactions** – To review the regular payments paid by Direct Debit and Standing Order
 - 12.9 **Annual Subscriptions** – To review and resolve renewal of annual subscriptions for 2025/26
 - 12.10 **2025/26 Budget** – To consider V3 of the council's draft budget and precept for 2025/26, including the Town Centre Business Grant Initiative
13. **Reports of Council Working/Task & Finish Groups** – To receive reports from members of the groups:
 - 13.1 **VE Day 80th Anniversary, 8 May 2025** – Cllrs Bird, Colman, Marsh, Weekes
14. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
 - 14.1 **Citizens Advice** - Cllr Leech
 - 14.2 **DALC, Larger Councils Sub-Committee** – Policy & Resources Committee Chairman and Town Clerk
 - 14.3 **Devon Climate Emergency Group** – Cllr Bird
 - 14.4 **Fairtrade** – Cllr Weekes
 - 14.5 **Museum of Dartmoor Life** – Cllr Bird
 - 14.6 **Police council Advocate Scheme, Northern Links and West Devon Matters** – Cllr Yelland

PART TWO – CONFIDENTIAL ITEMS

15. **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.'
16. **Outstanding Balances** – To receive and consider details of outstanding balances
17. **IT Equipment Purchase** - To consider quotations and resolve to purchase an additional computer or laptop to enable the Facilities Officer role

18. Staffing Matters –

18.1 Temporary Finance Cover

- a) To resolve to approve the Casual Contract for the employment of Mrs Ellis on a casual basis to cover critical elements of work in the interim period and potentially for a handover
- b) To resolve to approve the appointment of another Clerk to facilitate critical financial work including VAT returns, if required in the event that Mrs Ellis is unable to undertake this work, the relevant rate of pay that should be offered and if this should be by way of a Casual Contract.

18.2 Facilities Officer – To consider recommencing the recruitment process and approval of recommendations from the Personnel Sub-Committee and other actions as necessary