



Okehampton Town Council

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Emma James  
Town Clerk

30<sup>th</sup> December 2024

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 6<sup>th</sup> January 2025 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 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 resolve to approve minutes of the Policy & Resources Committee meetings held on 4<sup>th</sup> November, 2<sup>nd</sup> and 9<sup>th</sup> December 2024.
6. **Town Council Grant**
  - 6.1 **Grant Feedback** – To note feedback received from grant recipients:
    - a) **Everything Okehampton** for the grant of £2,000 awarded in November 2024
    - b) **Okehampton Carnival Committee** for the grant of £400 awarded in November 2024
    - c) **Okehampton United Ecclesiastical Charity** for the grant of £500 awarded in November 2024
  - 6.2 **St James Chapel** – To consider a proposal from Cllr Fisher that Trustees of St James Chapel, also known as the Mayor's Chapel, automatically receives an annual grant or donation
7. **Okehampton Town Youth Council** – To receive and consider feedback from the Youth Council
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 31<sup>st</sup> October 2024 (month 7) and 30<sup>th</sup> November 2024 (month 8)
  - 8.3 **Investments** – To review financial investments including interest rates
  - 8.4 **Reserves** – To review the Council's General and Earmarked Reserves and consider the amount the council should aim to hold as General Reserves in 2025/26 for recommendation to Full Council as part of the Policy review
  - 8.5 **Unity Bank Instant Access Savings Account** – To review the opening of an account with for the Mayors Charity following information received and charges that would apply
  - 8.6 **Payment Schedule** - To resolve to approve the payment schedule.
9. **Policies and Documents** – To review and resolve to recommend the following policies and documents to Full Council:
  - a) Asbestos Management Plan
  - b) Bullying and Harassment Policy & Procedure (including sexual harassment)
  - c) Grant Policy
  - d) Reserves Policy
  - e) Information and Data Protection Policy
  - f) Privacy Notices
  - g) Subject Access Request Policy
10. **Reports of Council Working/Task & Finish Groups** – To receive reports from members of the groups:
  - 10.1 **VE Day 80<sup>th</sup> Anniversary, 8 May 2025** – Cllrs Bird, Colman, Marsh, Weekes

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 Leech
  - 11.2 **DALC, Larger Councils Sub-Committee** – Policy & Resources Committee  
Chairman and Town Clerk
  - 11.3 **Devon Climate Emergency Group** – Cllr Bird
  - 11.4 **Fairtrade** – Cllr Weekes
  - 11.5 **Museum of Dartmoor Life** – Cllr Bird
  - 11.6 **Police council Advocate Scheme, Northern Links and West Devon Matters**  
– Cllr Yelland

## **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 and consider details of outstanding balances
14. **Staff Matters** -
  - 14.1 To receive an update in relation to staff absences
  - 14.2 To consider approval of the payment of hours in lieu accrued because of the workload and staff absences in accordance with the report
  - 14.3 To receive an update in relation to the employment of a further Parks Apprentice
  - 14.4 To consider an update in relation to the employment of a Facilities Officer