



Okehampton Town Council

Town Hall
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Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

10th March 2025

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 17th March 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 6th and 20th January 2025
6. **Town Council Grant**
 - 6.1 **Grant Feedback** – To note feedback received from grant recipients:
 - a) **Museum of Dartmoor Life and Tourist Information Point** for grants respectively of £3,500 and £1,500 awarded in June 2024
 - 6.2 **Allotments** – To consider the request from Okehampton United Charities for the annual contribution towards the provision and maintenance of allotments within the 2024/25 financial year of £3,948.81.
7. **Okehampton Town Centre Grant Initiative** – To note that no further applications can be considered.
8. **Okehampton Town Youth Council** – To receive, consider feedback from the Youth Council and consider any comments to feed back.
9. **VE Day 80th Anniversary, 8 May 2025** – To consider a report from the working group
10. **CCTV** – To note that the CCTV agreements with Torbay Council are due for renewal later in the year and that the line rental is fixed until 31st December 2027.
11. **Internal Controls** – To review the effectiveness of the councils' internal controls and report to Full Council
12. **Policies and Documents** –
 - 12.1 To resolve to recommend the following policies and documents to Full Council.
 - Civic/Council Protocol
 - Delegation Scheme
 - Financial Regulations
 - Financial Risk Assessment and Management Policy
 - Internal Control Statement
 - Standing Orders
 - Treasury and Investment Policy & Strategy
 - 12.2 **Terms of Reference** – To consider the Policy & Resources and Personnel Sub-Committee ToRs for the 2025/26 Mayoral Year and make recommendation to Full Council for consideration at the appropriate meeting
13. **Finance and Audits**
 - 13.1 **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.
 - 13.2 **Management Accounts** - To consider, agree and adopt the management accounts (as circulated) for month ended 31st December 2024 (month 9) and 31st January (month 10) 2025
 - 13.3 **Investments** – To review financial investments including interest rates and Tamar Energy Community Shares
 - 13.4 **Payment Schedule** - To resolve to approve the payment schedule.
 - 13.5 **Virement** – To resolve to approve the virement of income received up to 31st March 2025 to the Earmarked Reserve for the purchase of additional cemetery land

- 13.6 John Lewis/Waitrose Business Account/Card** – To note that the account/scheme, used by the Council for the sale and return as necessary of alcohol for the Mayors Civic Dinner, is closing in June 2025
- 13.7 Bank Signatories** – To review the bank signatories on the council's accounts
- 14. Reports of Council Working/Task & Finish Groups** – To receive reports from members of the groups:
- 14.1 VE Day 80th Anniversary, 8 May 2025** – Cllrs Bird, Colman, Marsh, Weekes
- 15. Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
- 15.1 Citizens Advice** - Cllr Leech
- 15.2 DALC, Larger Councils Sub-Committee** – Policy & Resources Committee
Chairman and Town Clerk
- 15.3 Devon Climate Emergency Group** – Cllr Bird
- 15.4 Fairtrade** – Cllr Weekes
- 15.5 Museum of Dartmoor Life** – Cllr Bird
- 15.6 Police council Advocate Scheme, Northern Links and West Devon Matters**
– Cllr Yelland

PART TWO – CONFIDENTIAL ITEMS

- 16. 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.'
- 17. Outstanding Balances** – To receive and consider details of outstanding balances
- 18. Staffing Matters**
- 18.1** To consider a report from the Clerk including in relation to Annual Appraisal and Performance Reviews, staffing levels and recruitment
- 18.2** To ratify the increase of the apprenticeship salary from 1st April 2025 in accordance with the rates issued by the Government
- 19. 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 to undertake the annual review of the Clerk's salary.