



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

6th May 2025

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 12th May 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

1. **Apologies for Absence** - To receive apologies from those Members unable to attend
2. **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 17th and 31st March 2025
6. **Town Council Grant Feedback**
 - 6.1 **Grant Feedback** – To note feedback received from grant recipients:
 - a) **All Saints, Okehampton Church Hall** for the grant of £500 awarded in June 2024
 - b) **Okehampton District Community Transport Group** for the grant of £750 awarded in November 2024
 - c) **Okehampton Voices** for the grant of £340 awarded in November 2024
 - d) **Tor Support Services** for the grant of £3,000 awarded in June 2024
 - 6.2 **Town Centre Business Grant Feedback** – To note feedback received from grant recipients:
 - a) **Okehampton Arcade Trust** for the grant awarded in November 2024
 - b) **Edgemoor Properties Ltd** for the grant awarded in January 2025
7. **Okehampton Town Youth Council** – To receive, consider feedback from the Youth Council and consider any comments to feed back.
8. **Policies and Documents** – To consider and resolve to recommend the following policies and documents to Full Council:
 - a) Asset and Service Transfer Policy
 - b) Body Worn CCTV Policy & Operational Procedural Guidance
 - c) Body Worn CCTV Privacy Impact Statement
 - d) Fire Safety Policy
 - e) Standing Orders
9. **Finance and Audits**
 - 9.1 **2024/25 Year End Internal Audit** – To consider the year end internal audit report and certificate
 - 9.2 **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.
 - 9.3 **Management Accounts** - To consider, agree and adopt the management accounts (as circulated) for month ended 28th February (month 11) and 31st March (month 12) 2025
 - 9.4 **Investments** – To review financial investments including interest rates and Tamar Energy Community Shares
 - 9.5 **Payment Schedule** - To resolve to approve the payment schedule.
10. **Reports of Council Working/Task & Finish Groups** – To receive reports from members of the groups:
 - 10.1 **VE Day 80th 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 and a report from Cllr Yelland and the Clerk following a review of a lease relating to one of the outstanding balances, which has since been paid.**
- 14. IT Security**
- 14.1** To consider a recommendation and quotation for additional security measures to protect against cyber-attacks targeting Microsoft 365 accounts.
- 14.2** To note the summary of the cyber risk assessment report undertaken by the council's insurer in March 2025