



Okehampton Town Council

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Emma James  
Town Clerk

14<sup>th</sup> July 2025

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 21<sup>st</sup> July 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 R Colman (Mayor)
Cllr B Tolley (Vice-Chairman)	Cllr T Leech (Chairman, Planning)
Cllr L Bird	
Cllr F Hart	
Cllr A Fisher	
Cllr C Marsh	
Cllr S Weekes	

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 12<sup>th</sup>, 19<sup>th</sup> May 2025 and 9<sup>th</sup> June 2025
6. **Town Council Grants** –
  - 6.1 To consider the following applications:
    - a) **All Saints Church Hall** for a grant of £500 towards the cost of a commercial dishwasher, purchase and installation.
    - b) **DYS Space (Room 13)** for a grant of £350 towards purchase of items to refurbish the garden area
    - c) **Hospiscare** for a grant of £1,000 towards funding for an Admiral Nurse
    - d) **Museum of Dartmoor Life and Tourist Information Point** for grants of £3,500 and £1,500 respectively (total £5,000) towards running and maintenance costs of the services and facilities provided.
    - e) **Ockment Centre** for a grant of £5,000 towards staffing costs of the facility
    - f) **Okehampton Armed Forces Veterans Breakfast Club** for a grant of £495 towards the cost of advertising materials
    - g) **Okehampton District Transport Group** for a grant of £1,500 towards the cost of continuation of the transport service
    - h) **Okehampton Fairtrade Group** for a grant of £90 for room hire, refreshments and speaker fee
    - j) **Okehampton Hamlets Parish Council** for a grant of £300 towards refreshments costs of Beating the Bounds in 2025
    - k) **Tor Support Services** for a grant of £5,000 to fund approximately 94 counselling sessions
    - l) **Transition Town Okehampton** for a grant of £350 towards the cost of training, advertising materials, venue hire and insurance
  - 6.2 **Royal British Legion Poppy Appeal** – To resolve to approve a donation of £50 towards the 2025 appeal and wreath for the Remembrance Service
  - 6.3 **St James' Chapel** - To ratify the payment of grant a of £1,000 to St James' Chapel as previously agreed
7. **Okehampton Town Youth Council** – To receive, consider feedback from the Youth Council, and Council Representatives (Cllrs Marsh and Colman) and consider any comments arising
8. **Policies and Documents** –
  - 8.1 **Policies** - To consider and resolve to recommend the following policies to Full Council:
    - a) Business Continuity Plan
    - b) Health and Safety Policies (Town Hall and Parks)
    - c) Training and Development for Employees and Councillors
    - d) Uniform Policy for Employees
9. **Finance and Audits**
  - 9.1 **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.
  - 9.2 **Management Accounts** - To consider, agree and adopt the management accounts (as circulated) for months ended 30<sup>th</sup> April (month 1), 31<sup>st</sup> May (month 2) and 30<sup>th</sup> June (month 3) 2025.

- 9.3 **Investments** – To review financial investments including interest rates and Tamar Energy Community Shares
  - 9.4 **Payment Schedule** - To resolve to approve the payment schedule.
  - 9.5 **Lloyds Bank Debit Card** – To consider approval of an additional debit card in the name of either the Assistant Clerk or Finance Officer for use in the absence of the Clerk.
  - 9.6 **Carnival Sponsorship** – To consider a proposal from Cllr Fisher that the Council considers sponsoring two of the classes at the sum of £25 each.
- 10. **IT - Sound and Livestreaming Facility** – To review the OWL sound/video system trialled by the Parks Committee
  - 11. **Website Accessibility** – To consider a report from the website provider in relation to compliance with WCAG 2.2 Level AA
  - 12. **Reports of Council Working/Task & Finish Groups** – To receive reports from members of the groups:
    - 12.1 **Events** (Cllrs Bird, Colman, Marsh, Weekes)
  - 13. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
    - 13.1 **DALC, Larger Councils Sub-Committee** (Policy & Resources Committee Chairman and Town Clerk)
    - 13.2 **Fairtrade** (Cllr Hart)
    - 13.3 **Northern Links** (Cllr Yelland)
    - 13.4 **Police council Advocate Scheme** (Town Clerk)
    - 13.5 **West Devon Matters** – (Cllr Yelland)

## **PART TWO – CONFIDENTIAL ITEMS**

- 14. **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.'
- 15. **Outstanding Balances** – To receive and consider details of outstanding balances
- 16. **CCTV** – To consider renewal of the monitoring contracts and agreements
- 17. **Staffing Matters** –
  - 17.1 **Level 2 Horticultural Apprenticeship** - To consider the recommendation of the Recruitment Panel and resolve to appoint an Apprentice
  - 17.2 **Staff Sickness** - To consider an update in relation to staff sickness
  - 17.3 **Cleaning Contractor** – To consider a request from the Clerk
  - 17.4 **Facilities Officer** - To note the Facilities Officer is commencing work the week commencing 25<sup>th</sup> August and consider interim induction arrangements
  - 17.5 **Personnel Sub-Committee Recommendations** - To consider recommendations arising from the two meetings held on 9<sup>th</sup> and 30<sup>th</sup> June 2025.
  - 17.6 **Training** – To consider a request from a local organisation to part fund the cost of training