



Okehampton Town Council

Town Hall
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Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

1st September 2025

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 8th September 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

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 21st July and 18th August 2025
6. **Town Council Grants –**
 - 6.1 **Feedback** – To note feedback received from grant recipients:
 - a) **Okehampton Armed Forces Veterans Breakfast Club** for a grant of £300 awarded in July 2025
 - b) **Ockment Centre** for a grant of £4,000 awarded in July 2025
 - c) **Museum of Dartmoor Life and Tourist Information Point** – Correspondance in response to a grant of £3,500 awarded in July 2025
 - d) **Wren** for a grant of £500 awarded in June 2023
 - 6.2 **Grant Format** – To consider the format for the award of grants in future years
 - 6.3 **Town Centre Business Grant Initiative 2025/26** – To consider running the scheme for the remainder of the financial year, subject to a grant award from WDBC's REPF fund, and the amount to put towards this initiative
7. **Okehampton Town Youth Council** – To receive, consider feedback from the Youth Council and consider any comments arising.
8. **Policies and Documents** – To consider and resolve to recommend the following policies to Full Council:
 - a) Asset Register and Disposal Policy
 - b) Co-Option Policy
 - c) Company Mobile Phone Policy (new policy)
 - d) Discretions Policy (Pensions)
 - e) Employee Handbook (new document)
 - f) Financial Regulations (addition of second debit card holder)
 - g) Financial Risk Assessment and Management Policy (addition of second debit card holder)
 - h) Grant Policy (to consider the policy in conjunction with any changes that may be required following consideration of the format and process at 6.2 above)
 - i) Town Centre Business Grant Initiative Policy (subject to approval at 6.3)
 - j) Waste Management & Recycling Policy
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 month ended 31st July (month 4) 2025.
 - 9.3 **Investments** – To review financial investments including interest rates and Tamar Energy Community Shares, noting that options for optimising income from interest rates is being reviewed along with management process for the retention of three months precept in the Lloyds account.
 - 9.4 **Payment Schedule** - To resolve to approve the payment schedule.

9.5 2026/27 Budget - To consider feedback arising from the Committee budget workshop held on 26th August to review the Committee's budget responsibilities for the current year and initial requirements for 2026/27.

10. IT and CCTV

10.1 Livestreaming Facility - To consider options for sound and livestreaming of council and other meetings

10.2 CCTV – To note that Torbay Council have agreed to extend the existing agreements in place of the provision of a new documentation.

11. Reports of Council Working/Task & Finish Groups – To receive reports from members of the groups:

11.1 Events (Cllrs Bird, Colman, Marsh, Weekes) – There are no events other than annual Civic events to report upon.

12. Members' Reports and Requests for Agenda Items - To receive reports from Members attending other organisations on behalf of the Council

12.1 DALC, Larger Councils Sub-Committee (Policy & Resources Committee Chairman and Town Clerk)

12.2 Fairtrade (Cllr Hart)

12.3 Northern Links (Cllr Yelland)

12.4 Police council Advocate Scheme (Town Clerk)

12.5 West Devon Matters – (Cllr Yelland)

PART TWO – CONFIDENTIAL ITEMS

13. 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.'

14. Outstanding Balances – To receive and consider details of outstanding balances

15. IT and CCTV

15.1 CCTV – To consider, if available, a quotation for the provision of an additional camera

15.2 Anti-Virus Protection – To consider a proposal and quotation for additional email protection

15.3 IT System Migration to SharePoint – To consider a proposal and quotation for a change to the management of the IT system

16. Staffing Matters – To consider the report from the Clerk.