



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

27th October 2025

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 3rd November 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.

Councillors are reminded that to avoid the risk of being seen as predetermined or biased, they should consider all debate prior to deciding on how to vote on items of business.

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 turned 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 8th September 2025
6. **Town Council Grants –**
 - 6.1 **Feedback** – To note feedback received from grant recipients:
 - a) **Okehampton Hamlets Parish Council** for a grant of £200 awarded in 2025 towards Beating the Bounds
 - b) **Okehampton Fairtrade Group** for a grant of £90 awarded in 2025
 - c) **Citizens Advice** for a grant of £4,000 awarded in 2024
 - d) **Meldon Viaduct Company** for a grant of £250 awarded in 2025
 - 6.2 **Applications** – To consider applications received:
 - a) **Citizens Advice** for a grant of £8,000 to enable services to be increased
 - b) **Meldon Viaduct** for grant of £500 towards essential repairs and maintenance in 2025/26
 - c) **Okehampton College PTFA** for a grant of £500 towards the purchase of branded sports leadership kits and equipment
 - d) **Okehampton Community Recreation Association (OCRA)** for a grant of £455.60 towards the cost of delivering an additional activity, Pickleball, to the holiday and after school schemes
 - e) **Okehampton Memories** for a grant of £500 towards the production of a WWII Commemorative book honouring Okehampton servicemen
 - f) **Okehampton Rivers Improvement Group (ORIG)** for a grant of £700 towards the purchase of equipment and insurance costs
 - g) **Okehampton Smallbore Club** for a grant of £20,000 towards the cost of replacing a roof
 - h) **Okehampton Women's Institute** for a grant of £500 to assist with the costs of venue hire, refreshments and speakers (additional information awaited)
 - i) **Simmons Park Parkrun** for a grant of £420 for the purchase of walkie talkies, radio and associated equipment
 - j) **Who Let The Dads Out** for a grant of £500 for the purchase of items for older children including an air hockey table, pool table, extension leads and publicity material
 - 6.3 **Reconsideration of a grant from All Saints Church Hall** for £500 towards the purchase of a commercial dishwasher (note – this application was deferred at the meeting earlier in the year for potential reconsideration at the end of the grant process because £500 for the same project had been provided in the 2024/25 financial year)
7. **Okehampton Town Youth Council** – To receive, consider feedback from the Youth Council and consider any comments arising.

8. **Policies and Documents**
 - 8.1 To consider and resolve to recommend the following policies as reviewed by the Parks Committee to Full Council:
 - a) Snow and Ice Management Policy
 - b) Cemetery Fees
 - c) Okehampton Cemetery Brochure
 - d) Cemetery and Grave Digging Policy
 - e) Cemetery Rules and Regulations
 - f) Simmons Park Hire and Booking Terms and Conditions
 - 8.2 To consider and resolve to recommend the following policies to Full Council:
 - a) CCTV Policy
 - b) Grant Policy
 - c) IT 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 August (month 5) and 30th September (month 6) 2025.
 - 9.3 **Investments** – To review financial investments including interest rates and Tamar Energy Community Shares
 - 9.4 **Nationwide Bank Account** – To note issues experienced in relation to the management of the account, resolve to close the account and temporarily move the funds to the CCLA whilst suitable alternatives are investigated
 - 9.5 **Payment Schedule** - To resolve to approve the payment schedule.
 - 9.6 **Bank Signatories** – To review bank signatories for all accounts
 - 9.7 **Regular Direct Debits, Standing Orders and BACS Transactions** – To review the regular payments paid by Direct Debit and Standing Order
 - 9.9 **Annual Subscriptions** – To review and resolve renewal of annual subscriptions for 2026/27
 - 9.10 **2026/27 Budget** – To consider V1 of the council's draft budget and precept for 2026/27, and to consider the inclusion of funding for the purchase of a set of radios for communication during events, including road closures
10. **Emergency Plan** – To consider an update from the Clerk or Cllrs Cummings and Richards as resolved by Full Council in June 2025.
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 **Asset Management Software** – To consider quotations for asset management software and provision of associated tablets
 - 15.2 **Livestreaming Facility** - To consider options for sound and livestreaming of council and other meetings that are compatible with Hybrid meeting technology
 - 15.3 **Broadband** – To consider a quotation for improved broadband connection to the Town Hall
 - 15.4 **CCTV** – To note that a grant application has been submitted to the Police & Crime Commissioner to assist with the cost of a potential additional camera and to consider the relevant quotations
16. **Staffing Matters** – To consider the report from the Clerk.
17. **Office Cleaning** – To consider a request from the Clerk.