

Okehampton Town Council
Policy and Resources Committee 3rd November 2025
Meeting Report

Date:	22 nd October 2025
Name:	Emma James

6. Town Council Grant

6.2 Grant Applications – To consider the following applications:

The grant budget currently is as follows:

Opening Balance	£ 29,000.00
<u>Grants Awarded</u>	<u>£ 16,815.00</u>
Available Balance	£ 12,185.00
Applications Total	£ 32,075.60
<u>Application for reconsideration</u>	<u>£ 500.00</u> (application deferred from earlier in the year)
Shortfall of	£ 20,390.60

Notes to support councillors in their decision making in relation to Grant Applications.

Prior to grants coming before the P&R committee, they are checked against OTC's application policy to ensure they meet the basic qualifying criteria. No opinion is formed or expressed at that time as to the level of grant that may or may not be awarded.

The role of the members of P&R when considering applications is to exercise due diligence when making a decision as it is public money. This includes:

1. Taking into account the organisations unearmarked (general) reserves – do they have more than 12 month's of money available. If so, why are they seeking funding.
2. Are they carrying out any fund-raising activities, including applying to other organisations for grants. If not, why not – particularly if the application relates to general costs rather than one off project costs.
3. Will any grant awarded be of wider public benefit or will it just benefit a few people
4. Are they relying on OTC to provide funding year on year and not taking steps to become sustainable.
5. While it is not for OTC to specify where a successful award is spent, consideration should be given as to whether the amount requested is realistic, reasonable and/or specific.

When making decisions, councillors have several options:

1. To turn down the application – need to be prepared to give a reason
2. To make a partial award against the whole request – payable when OTC has assurances that the organisation has been able to secure the whole amount requested
3. To agree to fund a specific item within the application – again payable when OTC has assurances that the organization has been able to secure the whole amount requested
4. To agree the full amount of the grant

9. Finance and Audits

9.3 Investments – To review financial investments including interest rates and Tamar Energy Community Shares

Details	Account No	Interest Rate	Balance	% of OTCs funds
			30/09/2025	
Nationwide 95 Day Business	90006997	3.54%	£ 265,679.38	23.02%
NatWest	5638321	1.1% Gross	£ 10,422.82	0.90%
NatWest	5624967	Nil	£ 1,000.00	0.09%
Lloyds	18063468	1.6% Gross	£ 434,001.90	37.60%
CCLA Public Sector Deposit Fund	PS3126917-001	4.31%	£ 443,151.99	38.39%
			£1,154,256.09	100.00%

The investment of funds complies with OTCs Treasury & Investment Policy and Strategy which states *‘The maximum of the council’s cash deposits which may be held with one institution must not exceed 60%. Any exception to this limit must be approved by Full Council.’*

Tamar Investments is a long-term investment which is classed as an Asset in accordance with the requirements of the Practitioners’ Guide: Governance and accountability for smaller authorities in England (p.31) which states:

Fixed asset investments:

- Ensure that all long-term investments (i.e., those for more than 12 month terms) are covered by the “Investment Strategy” and reported as Assets in the AGAR at section 2, line 9.

Details	Interest Rate	Balance
Tamar Investments (Ethex)	5% (Interest of £250 due to be received annually following the end of the financial year)	£5,000.00

9.6 Bank Signatories – To review bank signatories for all accounts

Bank Signatories

Nat West	Account No	Sort Code	Chq signatories	
<i>linked</i>			Michael Ireland	
			Bob Tolley	
			Julie Yelland	
			Tony Leech	
			Christine Marsh	
			Allenton Fisher	
Nat West	Account No	Sort Code	Chq signatories	
Current A/c			Michael Ireland	
<i>linked</i>			Bob Tolley	
			Julie Yelland	
			Tony Leech	
			Christine Marsh	
			Allenton Fisher	
Nationwide	Account No	Sort Code	Chq signatories	
95 Day Business	90006997		Christine marsh	
			Julie Yelland	
			Bob Tolley	
			Michael Ireland	
			Allenton Fisher	
Lloyds OTC	Account No	Sort Code	Chq signatories	Online Banking
Current A/C	18063468	30-98-90	Julie Yelland	✓
			Christine Marsh	✓
			Michael Ireland	✓
			Bob Tolley	✓
			Allenton fisher	✓
			Emma James	✓
			Tracey Bryant	✓
CCLA	Account No	Client No	Chq signatories	
	0152200001PC	015220	Julie Yelland	
			Allenton Fisher	
			Emma James	
			Tracey Bryant	
Lloyds	Account No	Sort Code	Chq signatories	Online Banking
(Mayors Charity)	685047668	30-98-97	Christine Marsh	✓
			Allenton Fisher	✓
			Emma James	✓
			Tracey Bryant	✓

9.8 Regular Direct Debits, Standing Orders and BACS Transactions – To review the regular payments paid by Direct Debit and Standing Order

All Star	Fuel card	
BT	Telephone line (Parks)	
HMRC	VAT Quarterly	
ICO	Data Protection Fee	
Peninsula Business	HR Support	
Pennon Water Services	Simmons Park	Quarterly
Pennon Water Services	Market Hall	Quarterly
Pennon Water Services	Market Street Toilets	Quarterly
Pennon Water Services	Registrars Office	Quarterly
Pennon Water Services	Fairplace Toilets	Quarterly
S W Hygiene Ltd	Collection of Sanitary Items	
TML	Line & Broadband	
Tomato Energy	Elec Charter Hall & Kichen	
VALDA	Electric - Fairplace Toilets	
VALDA	Electric - Market St Office	
Voiceflex	Telephone line	
WDBC	Rates - Town Hall	
WDBC	Rates - Registrar Office	
WDBC	Rates - Charter Hall	
WDBC	Rates - Cemetery	
WDBC	Rates - Simmons Car Park	
Yu Energy	Electric - Park Keepers Lodge	
Yu Energy	Electric - Gardeners Shed	
Yu Energy	Electric - Market St Toilet	
Yu Energy	Gas - Town Hall	
Yu Energy	Electric - Town Hall	
Yu Energy	Public Lighting	
Yu Energy	Jubilee Bridge	
Yu Energy	Pay & Display	

9.9 Annual Subscriptions – To review and resolve renewal of annual subscriptions for 2026/27

AME	Microsoft 365
AME	365 Cloud Back up
AME	AntiVirus
AME	Fixed Fee Contract (£173.50 per month)
AME	Migration of MRF to Entra
Brightpay	Payroll Software
DALC	NALC & DALC Annual fee
Devon Communities Together	Subscription
Edge IT	Cemetery Software
Guild of Mace Bearers	Subscription
Hallmaster	Venue Booking Software
Hallmaster	Invoice Software
ICCM	Subscription
ICO	Annual fee
Ofcom	Annual Licence Fee
Parish Online	Subscription
Peninsula Business	HR Service
PPL PRS	Music Licence
Purple Telecommunications	Annual maintenance
Rialtas	Data Back up annual subscription
Rialtas	Year End Back Up
Rialtas	MTD Annual Subscription
Rialtas	Annual Support Maintenance & software
Rural Services Partnership Ltd	Annual Membership
SLCC	Membership Fee
WDBC	Licensing Fee
WDBC	Dog & Waste Bins
Western Web	Annual Web Space
Western Web	Renewal of Domain (2 years)