



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

1st December 2025

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 8th December 2025 at 7pm (or at the arising of the Personnel Sub-Committee, whichever later) 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 3rd November and 1st December 2025.
6. **Town Council Grants –**
 - 6.1 **Feedback** – To note feedback received from grant recipients:
 - a) **Okehampton District Community Transport Group** for the grant of £1,500 awarded in July 2025
 - b) **Okement Rivers Improvement Group (ORIG)** for the grant of £700 awarded in November 2025
 - c) **Okehampton Memories** for the grant of £500 awarded in November 2025
 - 6.2 **Remaining Budget** - To consider use of the remaining grant budget
 - 6.3 **Town Centre Business Grant Initiative**
 - a) To consider the following application:
 - i) **Prestige Developments Ltd, 33 Fore Street** for a grant of £500 towards the repainting of the windows on the front elevation of the premises
 - b) To review the effectiveness of the scheme and remaining budget
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) Asbestos Policy
 - b) Freedom of Information Publication Scheme
 - c) Privacy Notice
 - d) Reserves (Financial Policy)
 - e) Subject Access Request Policy
 - f) Youth Council – Code of Conduct
 - g) Youth Council – Constitution
 - h) Youth Council – Data Protection
 - i) Youth Council – Equal Opportunities
 - j) Youth Council - Safeguarding
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 October (month 7) 2025.

- 9.3 **Investments** – To review financial investments including interest rates and Tamar Energy Community Shares
 - 9.4 **Bank Accounts and Management** – To receive an update in relation to closing of the Nationwide Account and consider a report from the Finance Officer
 - 9.5 **Earmarked and General Reserves** – To review the reserves (details to follow)
 - 9.6 **Payment Schedule** - To resolve to approve the payment schedule
 - 9.7 **2026/27 Budget and Precept** – To consider the council's draft budget and precept and make recommendation to Full Council
- 10. **Livestreaming and Sound** - To view a recording of an Owl demonstration and consider sound and livestreaming options that are compatible with Hybrid meeting technology
 - 11. **Emergency Plan** – To consider an update from the Clerk or Cllrs Cummings and Richards as resolved by Full Council in June 2025.
 - 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 **Police Council Advocate Scheme** (Town Clerk)
 - 12.4 **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. **Livestreaming and Sound** - To consider options and quotations for sound and livestreaming of council and other meetings that are compatible with Hybrid meeting technology
- 16. **Staffing Matters** – To receive an update from the Clerk in relation to absences and consider recommendations from the Personnel Sub-Committee