



Okehampton Town Council

Town Hall  
Fore Street  
Okehampton  
Devon  
EX20 1AA

01837 53179  
[townclerk@okehampton.gov.uk](mailto:townclerk@okehampton.gov.uk)

Emma James  
Town Clerk

5<sup>th</sup> January 2026

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 12<sup>th</sup> January 2026 at 7pm (or at the arising of the Planning Committee meeting, 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 meeting held on 8<sup>th</sup> December 2025.
6. **Okehampton Town Youth Council** – To receive, consider feedback from the Youth Council and consider any comments arising.
7. **Policies and Documents** - To consider and resolve to recommend the following policies to Full Council:
  - Councillor/Employee Protocol
  - Delegation Scheme
  - Dignity at Work Policy
  - HR Family Friendly Policy Pack
  - Sexual Harassment Policy
8. **Finance and Audits**
  - 8.1 **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.
  - 8.2 **Management Accounts** - To consider, agree and adopt the management accounts (as circulated) for month ended 30<sup>th</sup> November (month 8) 2025.
  - 8.3 **Investments** – To review financial investments including interest rates and Tamar Energy Community Shares
  - 8.4 **Payment Schedule** - To resolve to approve the payment schedule
9. **CCTV** – To note that a grant application for the supply and installation of CCTV at an additional location has been successful up to the value of £10,000. To consider acceptance subject to review of annual ongoing costs in accordance with quotations within Part 2.
10. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
  - 10.1 **DALC, Larger Councils Sub-Committee** (Policy & Resources Committee Chairman and Town Clerk)
  - 10.2 **Fairtrade** (Cllr Hart)
  - 10.3 **Police Council Advocate Scheme** (Cllr Fisher)
  - 10.4 **West Devon Matters** – (Cllr Yelland)

## **PART TWO – CONFIDENTIAL ITEMS**

11. **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.'**

12. **CCTV** – To consider quotations for the supply, installation and ongoing related costs for additional CCTV coverage.
13. **Outstanding Balances** – To receive and consider details of outstanding balances
14. **Staffing Matters**
  - 14.1 To consider an update from the Clerk in relation to absences
  - 14.2 To consider information in relation to the Events Assistant Role, and consider appointment for the internally advertised position
  - 14.3 To resolve to approve the schedule of staff salaries for 2026/27 for signing by the Committee Chairman, noting that these may change with further approval of the Committee or Council.