



Okehampton Town Council

Town Hall  
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Okehampton  
Devon  
EX20 1AA

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**Minutes of an Okehampton Town Council Policy & Resources Committee Meeting  
held on 3<sup>rd</sup> November 2025 at 7pm in the Council Chamber, Town Hall, Okehampton**

**Members Present:**

Cllr J Yelland (Chairman)  
Cllr B Tolley (Vice-Chairman)  
Cllr L Bird  
Cllr A Fisher  
Cllr C Marsh  
Cllr S Weekes

Cllr T Leech (Chairman, Planning)

**In Attendance:** Mrs E James (Town Clerk)

**334. Apologies for Absence**

On the proposition of Cllr Bird, seconded by Cllr Leech it was **RESOLVED** to approve apologies tendered by Cllr Colman (prior engagement).

Absent: Cllr Hart

**335. Declarations of Interest**

Cllr Tolley declared a personal interest in Minute Reference 339.2 d).

Cllr Marsh declared personal interests in Minute References 339.2 b) and withdrew the application advising that the company was being wound up, 339.2 e), 339.2 f) and 339.2 g).

Cllr Yelland declared a pecuniary interest in Minute Reference 339.2 a).

**336. Public Participation**

None.

**337. Members' Questions**

None.

**338. Minutes**

On the proposition of Cllr Tolley, seconded by Cllr Weekes it was **RESOLVED** to approve minutes of the Policy & Resources Committee meeting held on 8<sup>th</sup> September 2025 for signing by Cllr Yelland.

**339. Town Council Grants**

**339.1 Feedback** received from the following grant recipients was noted:

- Okehampton Hamlets Parish Council for a grant of £200 awarded in 2025
- Okehampton Fairtrade Group for a grant of £90 awarded in 2025
- Citizens Advice for a grant of £4,000 awarded in 2024
- Meldon Viaduct Company for a grant of £250 awarded in 2024

### **339.2 Grant Applications**

The remaining balance of £12,185 available within the budget was noted along with the total value of applications for consideration which was £32,075.60.

(Cllr Yelland left the meeting and Cllr Tolley chaired the following item of business.)

**a) Citizens Advice**

Disappointment that the application did not mention a large grant awarded by Okehampton United Charities was voiced. On the proposition of Cllr Weekes, seconded by Cllr Marsh it was **RESOLVED** to award a grant of £5,000.

(Cllr Yelland returned to the meeting.)

**b) Meldon Viaduct**

The application had been withdrawn.

**c) Okehampton College PTFA**

On the proposition of Cllr Leech, seconded by Cllr Marsh (2 abstentions) it was **RESOLVED** to award a grant of £300 towards the provision of Adidas Jerseys providing the Youth Council logo was incorporated within the design.

**d) Okehampton Community Recreation Association (OCRA)**

On the proposition of Cllr Fisher, seconded by Cllr Weekes (1 abstention) it was **RESOLVED** to award a grant of £455.60 towards the cost of delivering an additional activity, Pickleball, for the holiday and after school schemes.

**e) Okehampton Memories**

On the proposition of Cllr Weekes, seconded by Cllr Fisher (1 abstention) it was **RESOLVED** to award a grant of £500 towards the production of a WWII Commemorative book honouring Okehampton servicemen.

(Cllr Marsh left the meeting for the following item of business.)

**f) Okehampton Rivers Improvement Group (ORIG)**

The good work that the group do for the benefit of the town and its residents was noted. It was commented that some areas of riverbank the group helped maintain were privately owned and some benches were the responsibility of other groups and organisations. On the proposition of Cllr Weekes, seconded by Cllr Fisher it was **RESOLVED** to award a grant of £700 towards the purchase of equipment and insurance costs.

(Cllr Marsh returned to the meeting)

**g) Okehampton Smallbore Club**

On the proposition of Cllr Bird, seconded by Cllr Marsh (1 abstention) it was **RESOLVED** not to award a grant because the club did not appear to be in a position to progress with the project in the near future. They could reapply at a later date.

**h) Okehampton Women's Institute**

On the proposition of Cllr Fisher, seconded by Cllr Bird it was **RESOLVED** to award a grant of £500 to assist with the costs of venue hire, refreshments and speakers.

**i) Simmons Park Parkrun**

On the proposition of Cllr Bird, seconded by Cllr Leech it was **RESOLVED** to award a grant of £420 for the purchase of walkie talkies, radio and associated equipment.

j) **Who Let the Dads Out**

On the proposition of Cllr Weekes, seconded by Cllr Tolley it was **RESOLVED** to award a grant of £500 for the purchase of items for older children including an air hockey table, pool table, extension leads and publicity material.

**339.3 Reconsideration of a grant from All Saints Church Hall**

The application, which had been deferred at a meeting earlier in the year was reconsidered.

On the proposition of Cllr Marsh, seconded by Cllr Leech (1 abstention) it was **RESOLVED** to award a grant of £300 towards the purchase of a commercial dishwasher. The funding would be released on confirmation of the actual amount required by provision of quotations, and that the full amount was available to enable the dishwasher to be purchased and installed.

Use of the Grants Budget remaining balance would be considered at the December meeting.

**340. Okehampton Town Youth Council**

Youth Councillors had attended the Civic Service and visited the Police Station, and would be taking part in the Remembrance Parade and Service. Presentations to Okehampton College had been rescheduled to January and a Climate Change workshop was booked for February half term.

**341. Policies and Documents**

**341.1** On the proposition of Cllr Weekes, seconded by Cllr Leech it was **RESOLVED** to recommend the following policies and documents 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

**341.2** On the proposition of Cllr Weekes, seconded by Cllr Tolley it was **RESOLVED** to recommend the following policies to Full Council with an amendment to page 2 of the Grant Policy changing an amount to £400:

- a) CCTV Policy
- b) Grant Policy
- c) IT Policy

**342. Finance and Audits**

**342.1 Councillor Audits**

Cllr Marsh advised that she had undertaken an audit of the bank reconciliations, online payments and Lloyds Debit Card transactions since the last report. There were no issues arising.

**342.2 Management Accounts**

On the proposition of Cllr Tolley, seconded by Cllr Fisher it was **RESOLVED** to agree the management accounts (as circulated) for months ended 31<sup>st</sup> August (month 5) and 30<sup>th</sup> September (month 6) 2025.

**342.3 Investments**

Financial investments including interest rates and Tamar Energy Community Shares were reviewed and noted.

#### **342.4 Nationwide Bank Account**

Issues experienced in relation to the account were noted. On the proposition of Cllr Fisher, seconded by Cllr Weekes it was **RESOLVED** to close the account and move the funds to the CCLA account whilst suitable alternatives were investigated. The risks of this move and the potential for this to exceed the amount stipulated within the Investment and Treasury Policy were agreed as being acceptable for this purpose.

#### **342.5 Payment Schedule**

The reference of payment to Mops and Buckets was clarified as being to a cleaning contractor. On the proposition of Cllr Fisher, seconded by Cllr Tolley it was **RESOLVED** to approve the payment schedule, the BACS payments totalling £2,846.45 inclusive of VAT.

#### **342.6 Bank Signatories**

On the proposition of Cllr Tolley, seconded by Cllr Weekes it was **RESOLVED** that bank signatories remain as existing in accordance with the circulated report.

#### **342.7 Regular Direct Debits, Standing Orders and BACS Transactions**

On the proposition of Cllr Leech, seconded by Cllr Bird it was **RESOLVED** to approve the regular payments paid by Direct Debit and Standing Order.

#### **342.8 Annual Subscriptions**

The following acronyms were explained:

- ICCM – Institute of Crematorium and Cemetery Management
- ICO – Information Commissioners Office

On the proposition of Cllr Bird, seconded by Cllr Marsh it was **RESOLVED** to approve the renewal of annual subscriptions for 2026/27.

#### **342.9 2026/27 Budget**

V1 of the Council's draft budget and precept for 2026/27 was considered, each Committee having had a chance to consider their requirements at relevant meetings.

On the proposition of Cllr Marsh, seconded by Cllr Fisher it was **RESOLVED** to include the sum of £2,500 for the purchase of a new pendant/gong to accompany the new Mayoral Chain, allowing the historical one to be used sensitively in accordance with its age and fragility.

Addition of funding for the purchase of a set of radios for communication during events, including road closures was deferred. It was suggested that the Clerk approach OCRA to ascertain if it would be possible to borrow theirs.

#### **343. Emergency Plan**

The Clerk provided an update on the project that Full Council had delegated to Cllrs Cummings and Richards advising that she had been asked to attend a meeting with Devon Communities Together and Cllr Cummings. On the proposition of Cllr Marsh, seconded by Cllr Leech it was **RESOLVED** that the Clerk investigate and discuss the plan further with Cllr Cummings and report back to the Committee.

#### **344. Reports of Council Working/Task & Finish Groups**

##### **344.1 Events (Non-Civic)**

There were no events to report upon. Item to be removed from the agenda until required.

### **345 Members' Reports and Requests for Agenda Items**

#### **345.1 DALC, Larger Councils Sub-Committee**

The Committee Chairman and Town Clerk attended the DALC AGM and Conference on 1<sup>st</sup> October. The Annual Report, in which the Council featured for the Green Flag award, park information boards and signage, was highlighted and congratulations conveyed to the team. The Local Government Reorganisation had been a focus of the conference.

#### **345.2 Fairtrade**

No update from Cllr Hart.

#### **345.3 Northern Links**

No meeting had taken place.

#### **345.4 Police council Advocate Scheme**

Information had been circulated by the Clerk.

#### **345.5 West Devon Matters**

The previous meeting had been reported upon.

### **PART 2 CONFIDENTIAL**

**346.** On the proposition of Cllr Leech, seconded by Cllr Fisher it was **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.

It was **RESOLVED** to suspend Standing Order 3 (bb) to permit extension of the meeting following a proposal by Cllr Leech, seconded Cllr Bird.

#### **347. Outstanding Balances**

The outstanding balances were noted. On the proposition of Cllr Leech, seconded by Cllr Bird it was **RESOLVED** to restrict facility use by a hirer until the outstanding balance was paid in full, followed by ongoing a monthly review by the Clerk.

#### **348. IT and CCTV**

##### **348.1 Asset Management Software**

On the proposition of Cllr Tolley, seconded by Cllr Bird it was **RESOLVED** to approve the purchase of 2 tablets and a 5 year contract with Edge IT for Asset, Allotments, Playground and Cemetery management and inspections software at the total cost of £2,218.90, the annual cost being £870.40 plus the cemetery management renewal due in 2026.

##### **348.2 Livestreaming and Sound**

Options for sound and livestreaming of council and other meetings that were compatible with Hybrid meeting technology were reviewed. On the proposition of Cllr Leech, seconded by Cllr Bird it was **RESOLVED** to request a demonstration by Owl.

##### **348.3 Broadband**

On the proposition of Cllr Bird, seconded by Cllr Tolley it was **RESOLVED** to upgrade to Ultrafast Full Fibre 500 broadband at the cost of £49.99 p/month for a 3 year contract.

##### **348.4 CCTV**

It was noted that a grant application had been submitted to the Police & Crime Commissioner to assist with the cost of a potential additional camera.

**349. Staffing Matters**

A report from the Clerk in relation to staff absence and the impact was considered. On the proposition of Cllr Leech, seconded by Cllr Bird it was **RESOLVED** that the Clerk investigate the potential for employment of a person/s on Zero hours or casual contract to assist with bookings, to initially be offered internally.

**350. Office Cleaning**

On the proposition of Cllr weeks, seconded by Cllr Leech it was **RESOLVED** that the cleaning contract be retained in accordance with the report, and then to be reviewed.

**351. Urgent Item**

The Clerk reported on a claim being made by a member of the public, advice from the councils' insurer and her recommended action which the committee was supportive of.

On the proposition of Cllr Fisher, seconded Cllr Leech, it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 9.15pm.

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Councillor Yelland, Chairman