



Okehampton Town Council

Town Hall
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Okehampton
Devon
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Emma James
Town Clerk

23rd February 2026

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 2nd March 2026 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 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 12th January 2026.
6. **Okehampton Town Youth Council** – To receive, consider feedback from the Youth Council and consider any comments arising.
7. **Grant Applications** – To consider the following applications:
 - a) **Flagons and Dragons** for a grant of £300 to assist with the cost of delivery a community event on St George's Day
 - b) **Okehampton BID** for a grant of £200 to contribute to, and in support of a project for improving signage and waymarking from both Okehampton train stations into the town centre
 - c) **Okehampton Community Market** for a grant of £277.94
 - d) **Okehampton Hockey Club** for a grant of £300 towards the purchase of precision pro mini aluminium folding target goals
 - e) **Okehampton Pads** for a grant of £300 towards the provision of first aid training for year 5 and 6 students at Okehampton and St James' Primary Schools
 - f) **Okehampton Squash & Netball Club** for a grant of £300 towards the cost of transition to a non-token based system for heating and lighting provision for users
 - g) **Transition Town Okehampton** for a grant of £290.03 towards the purchase of an indoor wall banner and outdoor pavement sign to assist with promotion of the Repair Cafe
8. **Policies and Documents**
 - 8.1 **Policies** - To consider and resolve to recommend the following policies to Full Council:
 - a) Anti-Fraud and Corruption Policy (new)
 - b) Financial Regulations
 - c) Financial Risk Assessment and Management Policy
 - d) Internal Control Statement
 - e) Play Area Policy (Parks Committee (new)
 - f) Treasury and Investment Policy & Strategy
 - g) Tree Statement (Planning Committee)
 - h) Youth Council Health & Safety Policy
 - 8.2 **Committee Terms of Reference** – To consider the ToR for the 2026/27 Mayoral Year and make recommendation to Full Council for consideration at the next appropriate meeting
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 December (month 9) 2025 and 31st January (month 10) 2026

- 9.3 **Investments** – To review financial investments including interest rates and Tamar Energy Community Shares
 - 9.4 **Payment Schedule** - To resolve to approve the payment schedule
 - 9.5 **Bank Signatories** – To review the bank signatories on the council's accounts
 - 9.6 **Internal Controls** – To review the effectiveness of the councils' internal controls and report to Full Council
- 10. **IT and CCTV**
 - 10.1 **IT** – To consider the disposal method of 3 x desktop computers
 - 10.2 **CCTV Upgrade** – To note a report from the Clerk and Chairman
 - 10.3 **Meeting Livestreaming** – To note that Facebook's (FB) policy is now to delete videos after a month and to consider creation of a YouTube Account in addition to the FB page to which the videos can also be uploaded
 - 11. **Civic Regalia**
 - 11.1 **Pendant** – In accordance with the resolution of Full Council, Minute Reference 523.3, to consider options for the purchase of a new pendant and make recommendation to Full Council
 - 11.2 **Chain of Office Engraving** – To consider a proposal from Cllr Colman that the names of Mayors be engraved on the new Chain of Office.
 - 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)
 - 12.3 **Police Council Advocate Scheme** (Cllr Fisher)
 - 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. **Staffing Matters**
 - 15.1 To consider a report from the Clerk
 - 15.2 To consider and recommendations arising from a meeting of the Personnel Sub-Committee