



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 2<sup>nd</sup> March 2026 at 7pm in the Council Chamber, Town Hall, Okehampton**

**Members Present:**

Cllr J Yelland (Chairman)  
Cllr B Tolley (Vice-Chairman)  
Cllr L Bird

Cllr R Colman (Mayor)  
Cllr T Leech (Chairman, Planning)

**In Attendance:**

Mrs E James (Town Clerk)

**617. Apologies for Absence**

On the proposition of Cllr Bird, seconded by Cllr Colman it was **RESOLVED** to approve apologies tendered by Cllr Fisher (personal) and Cllr Marsh (personal).

Absent: Cllr Weekes

**618. Declarations of Interest**

Cllr Tolley declared a personal interest in Minute Reference 623 a)  
Cllr Colman declared a personal interest in Minute Reference 623 a)

**619. Public Participation**

None.

**620. Members' Questions**

None.

**621. Minutes**

On the proposition of Cllr Colman, seconded by Cllr Leech it was **RESOLVED** to approve minutes of the Policy & Resources Committee meeting held on 12<sup>th</sup> January 2026 as a true record for signing by Cllr Yelland.

**622. Okehampton Town Youth Council**

The Youth Council had taken part in a Climate workshop in February and a follow up session in April would be considered at their next meeting along with nominations for the Mayor's award. OkeRail had expressed an interest in obtaining their views about transport.

**623. Grant Applications**

a) **Flagons and Dragons** - On the proposition of Cllr Bird, seconded by Cllr Yelland (2 abstentions) it was **RESOLVED** to award a grant of £300 to assist with the cost of delivering a community event on St George's Day. Grant to be repaid if the event did not go ahead.

**b) Okehampton BID** - On the proposition of Cllr Colman, seconded by Cllr Leech (1 abstention), it was **RESOLVED** to award 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. Grant to be repaid if the project did not go ahead.

**c) Okehampton Community Market** - On the proposition of Cllr Leech, seconded by Cllr Colman, it was **RESOLVED** to award a grant of £277.94 for gazebo side panels and weight bags. Grant to be repaid if the items were not purchased.

**d) Okehampton Hockey Club** - On the proposition of Cllr Colman, seconded by Cllr Bird, it was **RESOLVED** to award a grant of £300 towards the purchase of precision pro mini aluminium folding target goals. Grant to be repaid if the items were not purchased.

**e) Okehampton Pads** - Cllr Colman declared a personal interest. On the proposition of Cllr Leech, seconded by Cllr Tolley (1 abstention), it was **RESOLVED** to award a grant of £300 towards the provision of first aid training for year 5 and 6 students at Okehampton and St James' Primary Schools. Grant to be repaid if the training did not go ahead.

**f) Okehampton Squash & Netball Club** - On the proposition of Cllr Tolley, seconded by Cllr Colman (1 abstention), it was **RESOLVED** to award a grant of £300 towards the cost of transition to a non-token based system for heating and lighting provision for users. Grant to be repaid if the project did not go ahead.

**g) Transition Town Okehampton** - On the proposition of Cllr Tolley, seconded by Cllr Bird, it was **RESOLVED** to award a grant of £290.03 towards the purchase of an indoor wall banner and outdoor pavement sign to assist with promotion of the Repair Café. Grant to be repaid if the items were not purchased.

#### **624. Policies and Documents**

It was **agreed** to add a timeframe of 15 working days to Stage 1 on page 7 of the Anti-Fraud and Corruption Policy

On the proposition of Cllr Leech, seconded by Cllr Tolley it was **RESOLVED** to increase 5.17 of the Financial Regulations to £3,000

On the proposition of Cllr Colman, seconded by Cllr Bird it was **RESOLVED** to increase 6.8 of the Financial Regulations to £3,000

On the proposition of Cllr Bird, seconded by Cllr Colman it was **RESOLVED** to recommend the following policies and documents to Full Council with the changes as agreed above.

- 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

#### **625. Committee Terms of Reference**

On the proposition of Cllr Tolley, seconded by Cllr Colman it was **RESOLVED** to recommend the ToR for the 2026/27 Mayoral Year to Full Council for consideration at the next appropriate meeting.

## **626. Finance and Audits**

### **626.1 Councillor Audits**

Cllr Marsh had reported by email that the audit of the bank reconciliations, online payments and Lloyds Debit Card transactions for December 2025 and January 2026 had been done and were satisfactory.

### **626.2 Management Accounts**

On the proposition of Cllr Tolley, seconded by Cllr Colman it was **RESOLVED** to agree the management accounts (as circulated) for month ended 31<sup>st</sup> December 2025 (month 9) and 31<sup>st</sup> January 2026 (month 10).

### **626.3 Investments**

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

### **626.4 Payment Schedule**

On the proposition of Cllr Colman, seconded by Cllr Bird it was **RESOLVED** to approve the payment schedule, the BACS payments totalling £3,008.54 exclusive of VAT. BACS payments totalling £7,125.83 exclusive of VAT, that had been approved for payment outside of a meeting on 10<sup>th</sup> February 2026 by Cllrs Yelland and Tolley were noted.

### **626.5 Bank Signatories**

On the proposition of Cllr Bird, seconded by Cllr Colman it was **RESOLVED** to approve the bank signatories on the council's accounts as circulated within the report.

### **626.6 Internal Controls**

The effectiveness of the councils' internal controls were reviewed by the Committee in conjunction with the previously circulated document. On the proposition of Cllr Tolley, seconded by Cllr Leech it was **RESOLVED** to recommend the report to Full Council.

## **627. CCTV**

### **627.1 IT**

On the proposition of Cllr Bird, seconded by Cllr Colman it was **RESOLVED** that the council's IT contractor, AME remove the redundant 3 x desktop computers, provide a certificate of data clearance and recycle as appropriate.

### **627.2 CCTV Upgrade**

Existing CCTV software was becoming obsolete. In accordance with delegated powers Cllr Yelland, Committee Chairman, and the Clerk had approved the upgrade of the software at the cost of £2,854.80.

### **627.3 Meeting Livestreaming**

Facebook policy had changed and livestream videos were removed after one month. On the proposition of Cllr Colman, seconded by Cllr Tolley it was **RESOLVED** to open a YouTube account for the uploading of livestream meeting videos and future communication. Livestream of meetings back to 1<sup>st</sup> January 2026 would be uploaded to YouTube and deleted from the council IT system. Meetings would continue to be livestreamed through Facebook and would remain on the platform until removed by them.

## **628. Civic Regalia**

### **628.1 Pendant**

On the proposition of Cllr Leech, seconded by Cllr Tolley it was **RESOLVED** to recommend to Full Council the purchase of a new pendant, to be worn with the new chain, similar to option D. New pendant to include a secure clip to prevent easy removal. The historic

pendant to be semi-retired and worn only with the historic chain at previously specified events.

### **628.2 Chain of Office Engraving**

On the proposition of Cllr Bird, seconded by Cllr Leech it was **RESOLVED** that the names of Mayors be engraved on the new Chain of Office, to follow on from those inscribed on the historic chain. To be funded from any underspend in the existing Mayor's budget.

### **629. Members' Reports and Requests for Agenda Items**

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

No meeting had been held.

#### **629.2 Fairtrade**

No report

#### **629.3 Police Council Advocate Scheme**

No report

#### **629.4 West Devon Matters**

Cllr Yelland had been unable to attend due to a previous commitment.

### **PART 2 CONFIDENTIAL**

**630.** On the proposition of Cllr Leech, seconded by Cllr Colman 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.

#### **631. Outstanding Balances**

The outstanding balances were noted and the Finance Officer was thanked for her work.

#### **632. Staffing Matters**

**632.1** The Clerk reported that the Facilities Officer's probation period had successfully concluded and that the salary would be amended in accordance with conditions of employment, back dated to 5<sup>th</sup> February 2026. An update on the positive impact actions agreed following concerns raised in 2025 was provided.

**632.2** Recommendations arising from a meeting of the Personnel Sub-Committee held prior to this meeting were considered.

A) On the proposition of Cllr Colman, seconded by Cllr Tolley it was **RESOLVED** to approve action relating to absence as recommended by the Personnel Sub-Committee.

B) On the proposition of Cllr Colman, seconded by Cllr Bird it was **RESOLVED** to approve payment of accrued holiday pay during sickness absence as recommended by the Personnel Sub-Committee. To be paid in March 2026.

C) On the proposition of Cllr Colman, seconded by Cllr Leech it was **RESOLVED** to approve an increase from 1 April 2026 as recommended by the Personnel Sub-Committee.

D) On the proposition of Cllr Colman, seconded by Cllr Tolley it was **RESOLVED** to approve an increase from 1 April 2026 and further associated review in February 2027 as recommended by the Personnel Sub-Committee

E & F) On the proposition of Cllr Colman, seconded by Cllr Tolley it was **RESOLVED** to approve an increase from 1 April 2026 and an increase in hours from either September 2026 or when the council commences responsibility for the allotments as recommended by the Personnel Sub-Committee.

**633. Urgent Item**

The Clerk reported on an incident that had occurred involving a member of staff the previous week.

On the proposition of Cllr Bird, seconded Cllr Leech, it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 8.40pm.

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Councillor Yelland, Chairman

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