



Okehampton Town Council

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**Minutes of an Okehampton Town Council Policy & Resources Committee Meeting
held on 12th January 2026 at 7.10pm in the Council Chamber, Town Hall,
Okehampton**

Members Present:

Cllr J Yelland (Chairman)
Cllr B Tolley (Vice-Chairman)
Cllr A Fisher
Cllr S Weekes

Cllr T Leech (Chairman, Planning)

In Attendance:

Mrs E James (Town Clerk)

488. Apologies for Absence

On the proposition of Cllr Fisher, seconded by Cllr Tolley it was **RESOLVED** to approve apologies tendered by Cllr Bird (personal), Cllr Marsh (personal), and Cllr Colman (illness). The reason for apologies tendered by Cllr Weekes was unknown.

Absent: Cllr Hart

489. Declarations of Interest

None.

490. Public Participation

None.

491. Members' Questions

The protocol for the tendering of apologies and acceptance, or not, was raised. It was commented that Councillors were obliged to attend or submit apologies. An attendance record was published in the Annual Report.

492. Minutes

On the proposition of Cllr Tolley, seconded by Cllr Fisher it was **RESOLVED** to approve minutes of the Policy & Resources Committee meeting held on 8th December 2025 for signing by Cllr Yelland.

493. Okehampton Town Youth Council

Presentations were due to be made to students at Okehampton College during the week commencing 26th January 2026 and Youth Councillors were taking part in a Climate related workshop in February. DCC were organising a democracy day at County Hall in October to which the Youth Council had been invited and were setting up a facilitators networking group.

494. Policies and Documents

On the proposition of Cllr Leech, seconded by Cllr Tolley it was **RESOLVED** to recommend the following policies and documents to Full Council:

- a) Councillor/Employee Protocol
- b) Delegation Scheme
- c) Dignity at Work Policy
- d) Sexual Harassment Policy

A proposition by Cllr Fisher to recommend the Family Friendly Policy Pack including the discretionary policies was not seconded. On the proposition of Cllr Tolley, seconded by Cllr Leech (1 against) it was **RESOLVED** to recommend the statutory policies only of the Family Friendly Policy Pack Full Council.

495. Finance and Audits

495.1 Councillor Audits

A report upon recently undertaken Councillor audit of the bank reconciliations, online payments and Lloyds Debit Card transactions was deferred due to the absence of Cllr Marsh.

495.2 Management Accounts

On the proposition of Cllr Leech, seconded by Cllr Fisher it was **RESOLVED** to agree the management accounts (as circulated) for month ended 30th November (month 8) 2025.

495.3 Investments

Financial investments including interest rates and Tamar Energy Community Shares were reviewed. The Clerk reported that confirmation had eventually been received from Nationwide that the account would be closed in April 2026.

495.4 Payment Schedule

It was confirmed by the Clerk that the invoices from WDBC for cleaning the public toilets covered the 2025/26 year. On the proposition of Cllr Tolley, seconded by Cllr Fisher it was **RESOLVED** to approve the payment schedule, the BACS payments totalling £19,329.29 exclusive of VAT.

496. CCTV

The Committee noted that a grant application to the Office of the Police and Crime Commissioner for the supply and installation of additional CCTV equipment had been successful up to the value of £10,000. Consideration of acceptance of the award and quotations including ongoing cost implications to be considered within Part 2.

497. Members' Reports and Requests for Agenda Items

497.1 DALC, Larger Councils Sub-Committee

No meeting had been held since the last report.

497.2 West Devon Matters

No meeting had been held since the last report.

497.3 Fairtrade

No report from Cllr Hart.

497.4 Police Council Advocate Scheme

Cllr Fisher, who had recently been nominated the representative, had been investigating the requirements of the role and was arranging to speak with the local Inspector.

PART 2 CONFIDENTIAL

498. 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.

499. CCTV

On the proposition of Cllr Fisher, seconded by Cllr Leech it was **RESOLVED** to progress with the installation of the camera at the skatepark, accepting the single quotation obtained from the company who had installed and managed the rest of the CCTV scheme:

- a) the quotation for supply and installation of the equipment from Fullstop Fire & Security at the cost of £9,179.62, noting that the cost may have increased due to timescales,
- b) accept the grant award from the Office of the Police and Crime Commissioner.

It was noted there would be additional costs for electricity connection and other associated work much of which would be covered by the grant.

500. Outstanding Balances

The outstanding balances were noted.

501. Staffing Matters

501.1 The Clerk provided an update in relation to staff absence and wellness matters.

501.2 The Events Assistant role had been advertised internally, and one expression of interest had been submitted. Following additional information received it was instead **RESOLVED** on the proposition of Cllr Fisher, seconded by Cllr Tolley, to pay this member of staff overtime at their contracted rate of pay for the additional hours worked in relation to this role instead of offering a Zero Hour contract. This was on the following conditions:

- The hours to be initially offered to other caretaking staff
- The additional hours must not impede the member of staff's main role
- Approved of the Town Clerk for all additional hours
- Review of the arrangement in March by the Committee.

501.3 On the proposition of Cllr Tolley, seconded by Cllr Fisher it was **RESOLVED** 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, and in accordance with contractual requirements.

On the proposition of Cllr Tolley, seconded by Cllr Leech it was **RESOLVED** to move out of Part 2 and ratify decisions made therein.

The meeting was closed at 7.55pm.

Councillor Yelland, Chairman