



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 & RFO

7<sup>th</sup> April 2026

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 13<sup>th</sup> April 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 & RFO

## **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 2<sup>nd</sup> March 2026 with an amendment to Minute Reference 632.1 adding the wording 'relating to policy and wellbeing' so that the last sentence reads 'An update on the positive impact actions agreed following concerns raised in 2025 relating to policy and wellbeing was provided.'
6. **Okehampton Town Youth Council** – To receive, consider feedback from the Youth Council and consider any comments arising.
7. **Policies and Documents**
  - 7.1 **Policies** - To consider and resolve to recommend the following policies to Full Council:
    - a) Civic/Council Protocol
    - b) Dealing with the Press/Media
    - c) Document Retention Policy (document to follow)
    - d) Employee Handbook
    - e) Fire Safety Policy
    - f) Standing Orders
  - 7.2 **Personnel Sub-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
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 28<sup>th</sup> February 2026 (month 11)
  - 8.3 **Investments** – To review financial investments including interest rates and Tamar Energy Community Shares (report to follow)
  - 8.4 **Payment Schedule** - To resolve to approve the payment schedule
  - 8.5 **Lloyds Banking Arrangements**
    - a) **Cheques Received** - Lloyds will now only accept cheques posted to them or uploaded through their App. To resolve to approve the paying in of cheques through an App installed on the Clerk's work mobile phone.
    - b) **Petty Cash** – Cash, including loose change, can now only be withdrawn by use of the debit cards. To resolve to approve the use of debit cards in the possession of the Clerk and Finance Office for withdrawal of cash for this purpose.
9. **Staff Training** – To consider a report from the Clerk.
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 Fisher)
- 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. **Outstanding Balances** – To receive and consider details of outstanding balances
- 13. **Mayoresses Pendant** – To note damage to the pendant and consider a quotation for repair.
- 14. **Staffing Matters**
  - 14.1 To consider a report from the Clerk relating to staff wellbeing and absence
  - 14.2 To consider recommendations arising from a meeting of the Personnel Sub-Committee
- 15. **Clerk’s Annual Appraisal and Performance Review and Pay Review** – To consider a report from Cllrs Colman and Yelland following the Clerk’s annual appraisal and to undertake the annual review of the Clerk’s salary.