



Okehampton Town Council

Town Hall
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Devon
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**Minutes of an Okehampton Town Council Policy & Resources Committee Meeting
held on 13th April 2026 at 7pm in the Council Chamber, Town Hall, Okehampton**

Members Present:

Cllr J Yelland (Chairman)
Cllr B Tolley (Vice-Chairman)
Cllr A Fisher
Cllr C Marsh

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

In Attendance:

Mrs E James (Town Clerk)
Cllr M Ricketts

684. Apologies for Absence

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

Absent: Cllr Weekes

685. Declarations of Interest

None

686. Public Participation

None.

687. Members' Questions

None.

688. Minutes

On the proposition of Cllr Colman, seconded by Cllr Tolley it was **RESOLVED** to approve minutes of the Policy & Resources Committee meeting held on 2nd March 2026 as a true record for signing by Cllr Yelland with an amendment to Minute Reference 632.1 adding the wording 'relating to policy and wellbeing' the last sentence reading 'An update on the positive impact actions agreed following concerns raised in 2025 relating to policy and wellbeing was provided.'

689. Okehampton Town Youth Council

A representative from OkeRail had attended the March meeting to talk about rail transport. Consideration was being given to nomination of a Young Person for a Mayors Award and to hosting a life skills workshop day for young people in the summer.

690. Policies and Documents

690.1 Policies

Civic/Council Protocol - On the proposition of Cllr Colman, seconded Cllr Marsh it was **RESOLVED** to that the information about Civic/Fundraising Dinners remain in the protocol. References on pages 6 and 16 to be aligned.

- a) Dealing with the Press/Media
- b) Document Retention Policy – Livestreaming of meetings to be included
- c) Fire Safety Policy
- d) Staff Handbook
- e) Standing Orders

On the proposition of Cllr Tolley, seconded by Cllr Fisher it was **RESOLVED** to recommend the policies and documents to Full Council with changes as noted above.

690.2 Personnel Sub-Committee Terms of Reference

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

691. Finance and Audits

691.1 Councillor Audits

Cllr Marsh advised she would complete an audit of the bank reconciliations, online payments and Lloyds Debit Card transactions when available for review.

691.2 Management Accounts

On the proposition of Cllr Tolley, seconded by Cllr Fisher it was **RESOLVED** to approve the management accounts (as circulated) for month ended 28th February 2026 (month 11).

691.3 Investments

Financial investments including interest rates and Tamar Energy Community Shares were reviewed. It was noted that the Nationwide account would be closed on 13th April 2026 and on confirmation funds had been transferred and as previously agreed the Unity Account would be opened.

691.4 Payment Schedule

On the proposition of Cllr Colman, seconded by Cllr Tolley it was **RESOLVED** to approve the payment schedule, the BACS payments totalling £28,639.16 exclusive of VAT.

BACS payments totalling £5,909.95 exclusive of VAT that had been approved for payment on 7th April 2026 were noted.

691.5 Lloyds Banking Arrangements

On the proposition of Cllr Colman, seconded by Cllr Fisher it was **RESOLVED** to approve the paying in of cheques to Lloyds through an App installed on the Clerk's work mobile phone.

On the proposition of Cllr Fisher, seconded by Cllr Colman it was **RESOLVED** to approve the use of debit cards in the possession of the Clerk and Finance Officer for withdrawal of cash to top up the petty cash system.

692. Staff Training

The Clerk's report was considered and on the proposition of Cllr Colman, seconded by Cllr Fisher it was **RESOLVED** not to undertake in-house annual asbestos inspections and to continue to outsource the work to a suitably qualified professional company.

693. Members' Reports and Requests for Agenda Items

693.1 DALC, Larger Councils Sub-Committee

No meeting had been held.

693.2 Fairtrade

Cllr Fisher had attended a meeting. Fairtrade were attending the next Inner Wheel Coffee Morning, and he would be attending a presentation in Exeter in May. Fairtrade Fortnight would be in September.

693.3 Police Council Advocate Scheme

Cllr Fisher had been receiving communication and planned to attend the seminar in July.

693.4 West Devon Matters

The next meeting was in May. Monthly drop-in sessions were being hosted by the Inspector.

PART 2 CONFIDENTIAL

694. 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.

695. Outstanding Balances

The outstanding balances were noted.

696. Mayoresses Pendant

On the proposition of Cllr Marsh, seconded by Cllr Tolley, it was **RESOLVED** to accept the quotation from Fattorini in the sum of £2,212.16 for repair to the Mayoresses Pendant.

The Committee stated that all Regalia must be used in accordance with policy.

(Cllr Ricketts left the meeting)

697. Staffing Matters

697.1 An update provided by the Clerk relating to absence and wellbeing was noted.

697.2 On the proposition of Cllr Tolley, seconded by Cllr Colman it was **RESOLVED** to approve recommendations a) and b) of the Personnel Sub-Committee to accept the quotation received from the Local Council Consultancy at £2,520, plus mileage, expenses and the inclusion of an additional stage to the process.

698. Clerk's Annual Appraisal and Performance Review and Pay Review

A report from Cllrs Colman and Yelland following the Clerk's annual appraisal was considered and the Committee reviewed the Clerk's annual salary in line with the employment contract. On the proposition of Cllr Leech, seconded Cllr Tolley it was **RESOLVED** to award a pay increase of one spinal point effective from the date of employment, 3rd July.

On the proposition of Cllr Colman, seconded Cllr Tolley, it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 8.05pm.

Councillor Yelland, Chairman