



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

29th June 2026

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 6th July 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 T Leech (Chairman, Planning)
Cllr L Bird (Vice-Chairman)	
Cllr R Colman	
Cllr A Fisher	
Cllr M Richards	
Cllr B Tolley	
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 meetings held on 18th May and 8th June 2026
6. **Policies and Documents** - To consider and resolve to recommend the following policies to Full Council:
 - a) Allotment Policy and Application Form (new)
 - b) Business Continuity Plan
 - c) Data Protection Complaints Policy (new)
 - d) Expenses Policy
 - e) Health & Safety Policy and Procedures
 - f) Press (Media) Policy
 - g) Safeguarding Policy
 - h) Simmons Park Hire Policy (recommended by the Parks Committee)
 - i) Social Media, IT and Phone Use Policy for Employees
 - j) Volunteer Policy and Agreement
 - k) Whistleblowing Policy
7. **Finance and Audits**
 - 7.1 **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.
 - 7.2 **Management Accounts** - To consider, agree and adopt the management accounts (as circulated) for months ended 30th April (month 1) and 31st May (month 2) 2026.
 - 7.3 **Investments** – To review financial investments including interest rates and Tamar Energy Community Shares
 - 7.4 **Payment Schedule** - To resolve to approve the payment schedule.
 - 7.5 **HMRC Mileage Rate Increase** – To resolve to approve the future payment of staff and councillor mileage at the new rate of 55p p/mile and that reimbursement of expenses be backdated to 1st April 2026
 - 7.6 **Virements** – To resolve to approve virements in accordance with the attached report
 - 7.7 **Grant Budget** – To consider a proposal by Cllr Colman that the committee considers increasing the grant budget for the current year which currently stands at £270.45, and the associated virement of funds from general reserves to the grant budget
 - 7.8 **Banking Provision** – To consider the transfer of funds in accordance with the report.
 - 7.9 **Devon Pension Fund** – To note that the employer contribution rate decreased from 21.8% to 18.1% in April 2026 for a 3 year period
8. **Town Council Grants** - To consider the following small grant applications:
 - a) **Okehampton Fairtrade** Group for a grant of £100 towards the cost of hall rental, a speaker transportation and fee, and refreshments

- b) **Parochial Church Council of the Ecclesiastical Parish of All Saints Church Okehampton** for a grant of £400 towards the resurfacing of the hall carpark
 - c) **Okehampton Argyle Youth Football Club** for a grant of £375 towards the cost of replacement footballs
9. **Mayoral Chain of Office** – To resolve to approve the list of names to be engraved on the new Chain of Office
10. **St Georges Day**
- 10.1 To consider a proposal from Cllr Colman that the Council takes responsibility for the organisation of running of St Georges Day as an ongoing annual event
 - 10.2 If agreed, to agree a budget of £5,000 for the 2027 event and the virement of that amount from general reserves into an event budget
11. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
- 11.1 **DALC, Larger Councils Sub-Committee** (Policy & Resources Committee Chairman and Town Clerk)
 - 11.2 **Fairtrade** (Cllr Fisher)
 - 11.3 **Police council Advocate Scheme** (Cllr Fisher)
 - 11.4 **West Devon Matters** – (Cllrs Leech and Yelland)

PART TWO – CONFIDENTIAL ITEMS

12. **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.'
13. **Outstanding Balances** – To receive and consider details of outstanding balances
14. **Civic Regalia** – To consider a quotation for the placement of the Mayoresses Chain on black velvet and provision of a suitable case
15. **Staffing Matters**
- 15.1 To consider a report from the Clerk
 - 15.2 To consider a report and update regarding recruitment of a Caretaker