Okehampton Town Council

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Emma James
Town Clerk & RFO

1st September 2026

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 7th September 2026 at 7pm (or at the arising of the Planning Committee meeting, whichever later) 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 L Bird (Vice-Chairman)
Cllr R Colman
Cllr A Fisher
Cllr B Tolley
Cllr S Weekes
Cllr T Leech (Chairman, Planning)

Yours faithfully

E James
Emma James
Town Clerk

AGENDA

This meeting will be livestreamed through the Council's Facebook page. Persons attending may be captured on film when seated in the public seating area and 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.)
   - **3.1 Museum of Dartmoor Life** – To receive a presentation with an opportunity for questions, subject to availability of a representative

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 6th and 20th July 2026

6. **Town Council Grants** –
   - **6.1 Applications** – To consider small grant applications receive:
     - a) **Okehampton Argyle Youth Football Club** for a grant of £375 towards the cost of replacement footballs
   - **6.2** To consider recommendations arising from an informal policy review meeting and the draft Policy for recommendation to Full Council.

7. **Policies and Documents** - To consider and resolve to recommend the following policies to Full Council:
   - a) Absence Management Policy
   - b) Allotment Policy (New)
   - c) Allotment Memorandum of Understanding: A non-binding document recording agreed expectations between both parties (New – for consultation with Allotment Associations priors to full council approval)
   - d) Asset Register and Disposal Policy
   - e) Discretions Policy (Pensions)
   - f) Flexible Retirement Policy (Pensions)
   - g) Personal Data Retention Policy for Scheme Holders (New)
   - h) Recruitment Policy
   - i) Sexual Harassment Risk Assessment and Action Log (new)
   - j) Work Experience Policy

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 months ended 30th June (month 3) and 31st July (month 4) 2026
   - **8.3 Investments** – To review financial investments including interest rates and Tamar Energy Community Shares
   - **8.4 Virement** – To resolve to approve the virement of £10,000 grant received from the Police & Crime Commissioner from General Reserves to the CCTV budget 4141/101
   - **8.5 Bank Accounts**
     - a) To note that the Unity Accounts are open and the NatWest Accounts will be closed in accordance with previous resolutions

b) To ratify the transfer of funds in accordance with the report

8.6 Payment Schedule - To resolve to approve the payment schedule.

8.7 2027/28 Budget - To consider feedback arising from the Committee budget workshop held on 4th August to review the Committee's budget responsibilities for the current year and initial requirements for 2026/27

8.8 2026/27 Pay Agreement – To resolve to ratify the implementation and backdating of the Local Government Services Pay Agreement for the 2026/27 financial year to 1st April 2026, and for backpay to be paid to employees in instalments if requested.

9. St Georges Day

9.1 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

9.2 If agreed, to resolve a budget of £5,000 for the 2027 event and the virement of that amount from general reserves into an event budget

10. CCTV – To note that Ofcom have revoked the requirement for telegraphy licences for the GHz band used by the CCTV system and therefore a licence is no longer required to be held.

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. IT System – To consider a recommendation from the council's IT contractor in relation to Strengthening Security & Device Management with Microsoft Intune

16. Staffing Matters – To consider the report