Okehampton Town Council

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Devon
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Minutes of an Okehampton Town Council Policy & Resources Committee Meeting held on Monday 2nd November 2026 at 7pm in the Council Chamber, Town Hall, Okehampton

Members Present:
Cllr J Yelland (Chair)
Cllr L Bird (Vice-Chair)
Cllr A Colman
Cllr A Fisher
Cllr B Tolley
Cllr T Leech (Chair, Planning)

In Attendance:
Mrs E James (Town Clerk)
Cllr C Marsh

Absent:
Cllr S Weekes

The meeting was livestreamed through the Council Facebook page.

343. Apologies for Absence
None.

344. Declarations of Interest
Cllr Colman declared a personal interest in Minute Reference 351.
Cllr Bird declared a personal interest in Minute Reference 348.

345. Public Participation
None.

346. Members' Questions
None.

347. Minutes
On the proposition of Cllr Colman, seconded by Cllr Fisher it was **RESOLVED** to approve minutes of the Policy & Resources Committee meeting held on 5th October 2026 for signing by the Chair.

348. Town Council Grants
A request from the Museum of Dartmoor Life for the ringfencing of a grant for the organisation on a year-by-year basis was debated. On the proposition of Cllr Colman, seconded by Cllr Leech (1 abstention) it was **RESOLVED** that funding would not be ringfenced and grant applications from the Museum would be considered in accordance with the Grant Policy.

The Chair clarified that this did not call into doubt the value and quality of the Museum's work or the council's support. Requests for letters of support could be considered.

349. Policies and Documents

On the proposition of Cllr Colman, seconded by Cllr Fisher, it was **RESOLVED** to recommend the following policies to Full Council:

- Biodiversity Duty Policy
- Data Security Breach Response Policy and Procedure
- Honorary Freeman Policy
- Internal Controls
- IT Policy
- Reserves Policy
- Snow and Ice Management Policy

350. Finance and Audits

350.1 Councillor Audits

Cllr Marsh was requested to provide an update, and she reported that September's audit of the bank reconciliations, online payments and Lloyds Debit Card transactions had been completed.

350.2 Management Accounts

On the proposition of Cllr Fisher, seconded by Cllr Colman it was **RESOLVED** to agree and adopt the management accounts (as circulated) for months ended 31st August (month 5) and 30th September (month 6) 2026.

350.3 Investments

Financial investments were reviewed.

350.4 Payment Schedule

On the proposition of Cllr Tolley, seconded by Cllr Fisher it was **RESOLVED** to approve the payment schedule, BACS payments totalling £4,737.60 exclusive of VAT.

350.5 2027/28 Budget

V2 of the draft budget was noted.

351. St Georges Day

A proposal from Cllr Colman that the Council takes responsibility for the organisation and of running of St Georges Day as an ongoing annual event, the 2026 event having been organised by councillors as individuals, was debated.

On the proposition of Cllr Fisher, seconded by Cllr Tolley (1 abstention) it was **RESOLVED** that the council would organise a one-day annual event, utilising the Events Working Group to assist with the organisational requirements and noting that a minimum of one member of staff would be required to be at the event.

On the proposition of Cllr Bird, seconded by Cllr Fisher it was **RESOLVED** to approve a budget of £5,000 for the April 2027 event and to transfer this amount from General Reserves to an event EMR.

352. Members' Reports and Requests for Agenda Items

352.1 DALC, Larger Councils Sub-Committee

Cllr Yelland and the Clerk had attended the AGM and Conference on 1st October. Changes to the DALC Articles of Association had been agreed at the AGM. Totnes Town Council had presented about collaboration with other councils and organisations, which the council was already doing. The DCC Chief Executive had led an update about LGR, the position of which had since been changed by the government, and the potential transition to a Mayoral Strategical Authority. A link to the slides had been circulated.

352.2 Fairtrade

The group had hosted a Coffee Morning and Fairtrade Fortnight. Cllr Fisher reported that they would be taking part in Edwardian Evening.

352.3 Police Councillor Advocate Scheme

Cllr Fisher reported that electric scooters were of concern and that they were illegal on pavements and roads. The Devon & Cornwall Police Service had been downgraded from Level 2 to Level 3 following an inspection.

352.4 West Devon Matters

Cllr Yelland had been unable to attend the drop-in due to other commitments.
Cllr Leech had asked about morale, which was reported as being good locally, and the inspection report. Antisocial behaviour in West Devon had dropped except in one area. It was anticipated there would be two additional PCSO's.

PART 2 CONFIDENTIAL

353. On the proposition of Cllr Colman, 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.

354. Outstanding Balances

Details of outstanding balances noted.

355. Staffing Matters

355.1 Apprenticeship Pay

On the proposition of Cllr Colman, seconded by Cllr Tolley it was **RESOLVED** to approve the statutory increases as set out in the report.

355.2 Job Evaluation

An update was noted. On the proposition of Cllr Fisher, seconded by Cllr Bird it was **RESOLVED** to approve the revised Job Description as set out in the report and incorporating amendments as agreed.

On the proposition of Cllr Fisher, seconded by Cllr Colman, it was **RESOLVED** to exit part 2 and ratify decisions made therein. The meeting was closed at 8.07pm.

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Councillor Yelland, Chair