TO: ALL MEMBERS
OF THE COUNCIL

Ref: PAR/SS/LM/P&R

Date: 15th October 2026

Dear Councillor,

In accordance with the provisions of the Local Government Act 1972 you are summoned to attend a meeting of the **POLICY & RESOURCES COMMITTEE** to be held at Newton's Place, Wolborough Street Newton Abbot on **WEDNESDAY 21st OCTOBER 2026** at **7.00 p.m.**

This is a meeting in public, not a public meeting. Members of the public and press are welcome to attend the meeting. If you wish to ask a question, please email info@newtonabbot-tc.gov.uk no later than 48 hours before the day of the meeting. The Council will make additional reasonable adaptions to facilitate attendance at its meetings upon request.

Attendees should be aware that the proceedings of this meeting may be recorded, filmed or photographed, by entering the Council Chamber attendees are consenting to being recorded.

Yours sincerely

Town Clerk

AGENDA

PART 1

A - GENERAL COMMITTEE BUSINESS

1. APOLOGIES FOR ABSENCE

To receive apologies and approve reasons for absence.

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

2. INTERESTS

In accordance with the Code of Conduct, Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in items to be considered at this meeting.

3. **MINUTES**

To agree as a correct record the minutes of the Meetings of the Policy & Resources Committee held on 16th September 2026. **APPENDIX A**

4. **PUBLIC PARTICIPATION** (7.00 – 7.15 p.m.)

The Committee sets aside, a short period at the commencement of the meeting when the public can ask questions or make statements in accordance with the rules of public participation as contained at the end of this agenda.

5. **REPRESENTATIVES ON OUTSIDE BODIES**

a) To receive reports of Members' attendance at any meetings of outside bodies.

b) To receive reports received from Outside bodies.

B – ITEMS FOR DECISION

6. **POLICIES**

To consider and review the following polices for approval and adoption:

- Health & Safety Manual **APPENDIX B**
- Scheme of Delegation (New) **APPENDIX C**
- Clear Desks & Screens Policy (New) **APPENDIX D**
- Sexual Harassment Policy & Risk Assessment **APPENDIX E**
- Maternity Policy **APPENDIX F**
- Paternity Pay & Leave **APPENDIX G**
- Flexible Working Policy (New) **APPENDIX H**

7. **MINUTES OF COMMITTEES & SUB COMMITTEES**

a) Neighbourhood Plan Steering Group 08/09/26 Cooke **APPENDIX I**

b) What's In Store Project Board 22/09/26 Ryan/Jennings **APPENDIX J**

c) Infrastructure Plan Working Group 21/09/26 Bullivant/Hall **APPENDIX K**

8. **ACCOUNTS / INCOME & EXPENDITURE**

To receive and approve an overview of Income and Expenditure for the Policy & Resources Committee for the period 1st April 2026 to 30th September 2026. **APPENDIX L**

C – ITEMS FOR INFORMATION ONLY

9. **LATE CORRESPONDENCE (IF ANY)**

Details will be circulated and will be for information only.

10. **DATE OF NEXT MEETING**

Wednesday 10th February 2027

11. **EXCLUSION OF THE PUBLIC AND PRESS**

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

12. **ASSETS**

To hear an update from the Town Clerk on:-

a) Asset acquisition opportunity.
b) Old Forde House.
c) Asset acquisition feasibility study **APPENDIX M**

DISTRIBUTION
All Members of the Council
Representatives of the local press
Public Noticeboards
Honorary Freeman Mr Mike Hocking
Honorary Freewoman Mrs Carol Bunday

RULES FOR PUBLIC PARTICIPATION AT MEETINGS OF NEWTON ABBOT TOWN COUNCIL AND ITS COMMITTEES/SUB-COMMITTEES

The Council will set aside a short period at the commencement of each meeting when members of the public can ask questions or make statements.

Should an individual or representative of a group or body wish to address Members of the Council the following rules are to be followed: -

1. **General**

   Members of the public may ask questions or make statements at ordinary meetings of the Council and its Committees and Sub-Committees. If an informal group have a common interest, one of their number is to be identified to speak on behalf of the whole.

2. **Order**

   Questions/statements will be asked in the order notice of them was received, except that the Chairman may group together similar questions.

3. **Notice**

   A question or statement may only be taken if notice has been given by delivering it in writing or by electronic mail to the Clerk no later than 48 hours before the day of the meeting.

4. **Number**

   At any one meeting no person may submit more than one question/statement.

5. **Scope**

   The Clerk may reject a question/statement if it:
   - is not about a matter for which the local authority has a responsibility or which affects the Town of Newton Abbot;
   - is defamatory, frivolous or offensive;
   - is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
   - requires the disclosure of confidential information.

6. **Speaking at the meeting**

   The Chairman will invite the individual to put the question/statement to the Meeting. If a questioner who has submitted a written question is unable to be present, they may ask the Chairman or Clerk to put the question on their behalf.

7. **Supplemental question**

   A questioner who has put a question in person may also put one supplementary question without notice. A supplementary question must arise directly out of the original question or the reply. The Chairman may reject a supplementary question on any of the grounds in Rule 5 above.