



*Okehampton Town Council*

Town Hall  
Fore Street  
Okehampton  
Devon  
EX20 1AA

01837 53179  
[townclerk@okehampton.gov.uk](mailto:townclerk@okehampton.gov.uk)

Emma James  
Town Clerk

16<sup>th</sup> April 2018

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 23<sup>rd</sup> April 2018 at 7.00pm in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

Emma James  
Town Clerk

### **AGENDA**

**Declarations of Interest – Members are reminded that they should declare any relevant interest in the items to be considered.**

**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.**

1. **Apologies for Absence** - To receive apologies from those Members unable to attend
2. **Deferment of Business** – For comment by the Public
3. **Members' Questions** - To receive questions from Members regarding the workings of the Committee.
4. **Minutes** - To confirm, approve and sign minutes of the Policy and Resources Committee meeting held on 29<sup>th</sup> March 2018.
5. **Matters Arising** –
  - 5.1 Lloyds Bank Account – Update on progress with regards the opening of an account
  - 5.2 Lloyds Bank Account On-Line banking – Consideration of who will be authorised users and the internal process
  - 5.3 To note 3 yearly car park comparison figures
6. **Grant Applications** -
  - 6.1 **Museum of Dartmoor Life** – Consideration of a request for a grant of £3,500 for support towards the maintenance of the museum

- 6.2 **One Okehampton** – Consideration of a request for a grant of £500 towards the cost of promotion of a regular Sunday Market in Okehampton.
7. **Feedback from Grants Awarded** -
- 7.1 **TNMWD Citizens Advice** – To note letter of thanks and feedback
8. **Finances** –
- 8.1 To consider, agree and adopt the management accounts (as circulated) for month ended 31<sup>st</sup> March 2018 (provisional 2017/18 year end)
- 8.2 Nationwide Business Savings Account – Consideration of moving the funds to a higher paying account
- 8.3 Consideration of the virement of £2,600 from the salaries budget to the cleaning budget following changes to the staffing structure
9. **Pay Scales and Allowances** – To approve the pay scales and allowances for 2018/19 as agreed by the National Joint Council for Local Government Services, and as applicable to staff scale points, to be backdated to 1<sup>st</sup> April 2018
10. **Policies and Documents** –
- 10.1 To note the requirement for the review and updating of:
- Financial Risk Assessment
  - Data Protection/Freedom of Information Policies
  - Document Retention Guidelines
  - Committee Terms of Reference
- 10.2 For recommendation to full Council for ratification:
- Investment Strategy
  - Privacy Notices
  - Asbestos Management Plan
- 10.3 For recommendation to full Council for ratification following staff consultation:
- Absence Management Policy
11. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council.
- (i) Chamber of Trade - Cllr Marsh
- (ii) Citizens Advice - Cllr Leech
- (iii) DALC – County Committee –
- (iv) DALC – Larger Councils Sub-Committee – Cllr Yelland & Town Clerk
- (v) Fairtrade - Cllr Cushing
- (vi) Okehampton & District Community Transport Group - Cllr Leech
- (vii) Museum of Dartmoor Life - Cllr Goffey

## **PART TWO**

Items which may be taken in the absence of the press and public.

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 as they involve the likely disclosure of sensitive and confidential information.'

12. **Debtors Outstanding** – Clerk to update on the situation, including any resolution or comments made by the Property Committee
13. **Staffing Matters** – Receive report from Personnel Sub-Committee Meeting and consideration of any recommendations made