



*Okehampton Town Council*

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Emma James  
Town Clerk

6<sup>th</sup> November 2017

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 13<sup>th</sup> November 2017 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 16<sup>th</sup> October 2017.
5. **Grant Applications** - To receive and consider applications for financial assistance from the following organisations:

- 5.1 **Okehampton Chamber of Trade** – Request for grant of £TBC to contribute to the cost of the replacement of lights for the Christmas trees.
- 5.2 **Okehampton PADS** – Request for a grant of £500 to assist with the purchase and installation of 5 defibrillators
6. **Finances** – To consider, agree and adopt the management accounts (as circulated) for month ended 31<sup>st</sup> October 2017.
7. **2018/19 Budget** - To consider any particular items of expenditure for inclusion in the 2018/19 budget discussions.
8. **Policies and Documents** – To note the requirement for the review and updating of:
- Financial Regulations
  - Lone Working Policy
  - Appraisal/Performance Development Review form
9. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council.
- (i) Chamber of Trade - Councillor Mrs Marsh
  - (ii) Citizens Advice - Councillor Leech
  - (iii) DALC – County Committee –
  - (iv) DALC – Larger Councils Sub-Committee – Councillor Mrs Yelland & Town Clerk
  - (v) Fairtrade - Councillor Mrs Cushing
  - (vi) Okehampton & District Community Transport Group - Councillor Leech

## **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.’

10. **Debtors Outstanding** – Report
11. **Courtney Players** – Review of hire charges for recent booking