



*Okehampton Town Council*

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Emma James  
Town Clerk

11<sup>th</sup> December 2017

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 18<sup>th</sup> December 2017 at 7.15pm (or at the arising of the Planning Committee meeting, whichever later) 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 13<sup>th</sup> November and 11<sup>th</sup> December 2017.
5. **Grant Applications** - To receive and consider applications for financial assistance from the following organisations:

- 5.1 **Okehampton PADS** – Request for a grant of £500 to assist with the purchase and installation of 5 defibrillators
  - 5.2 **Dartmoor Resonance Music Festival 2018** – Request for a grant of £2000 towards the running of the event, particularly on 23<sup>rd</sup> June 2018; workshops during the day in Fairplace Church and a concert in the Charter Hall in the evening
  - 5.3 **North Dartmoor Search and Rescue Team (Okehampton)** – Request for a grant of £500 for the purchase of search torches for each team member (10 in number)
  - 5.4 **North Dartmoor Search and Rescue Team (Okehampton)** – Request for a grant of £360 for the purchase of new helmets for each team member (10 in number)
  - 5.5 **Donation to Royal British Legion Poppy Appeal** – in the sum of £50 for the Remembrance Service wreath (S.137 spend)
6. **Grant Feedback** – To note feedback received from:
    - Wren Music
    - Ockment Community Centre
  7. **Grant Received** – To note notification of grant approval from OCU to enable the Council to purchase signs and barrier for the closure of roads for its events and use by other groups and organisations for their events
  8. **Finances** – To consider, agree and adopt the management accounts (as circulated) for months ended 31<sup>st</sup> October and 30<sup>th</sup> November 2017.
  9. **Bank Closure** – To note the closure of the Okehampton branch of the Nat West Bank in May 2018 and resulting issues
  10. **Bank Signatories** – To approve the addition of Cllr's Tolley and Yelland as bank signatories to the accounts held in NatWest
  11. **2018/19 Budget** - To consider any further budget amendments required
  12. **External Auditor** – To note the external auditor for 2017/18
  13. **Policies and Documents** – Review of the policies:
    - 13.1 For recommendation to full Council for ratification following staff consultation:
      - Appraisal/Performance Development Review form
    - 13.2 For recommendation to full council:
      - Financial Regulations
      - Health and Safety
    - 13.3 To note the requirement for the review and updating of:
      - Asbestos
      - Complaints
      - Lone Working

- 14. 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