



Okehampton Town Council

Town Hall
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Okehampton
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Emma James
Town Clerk

9th February 2018

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 19th February 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 8th January 2018.
5. **Grant Applications** - To receive and consider applications for financial assistance from the following organisations:
 - 5.1 **Okehampton District Community Transport Group** – Request for grant of £2000 to contribute to the cost of the running of the service for Okehampton residents
 - 5.2 **Okehampton Fairtrade Group** – Request for a grant of £225 to assist with the funding of events being held during Fairtrade Fortnight
 - 5.3 **TNMWD CAB** – Request for a grant of £4000 to contribute to the cost of recruiting and training more volunteers and to contribute to specialist Universal Credit training for existing advisors

- 5.4 **2443 (Okehampton) Sqn ATC** – Request for a grant of £500 towards the purchase of a flight simulator for the cadets enabling the learning and understanding of the principles of flight
6. **Finances** – To consider, agree and adopt the management accounts (as circulated) for month ended 31st December 2017.
7. **Membership Subscriptions** - Consideration of renewal of annual subscriptions: DALC, SLCC, Parish On-Line mapping and Chamber of Trade.
8. **Bank Closure** – Update on the situation regarding the closure of the Natwest Bank in relation to how this affects the Town Council and consideration of any action to be taken
9. **Policies and Documents** –
- 9.1 To note the requirement for the review and updating of:
- Flexible Retirement Policy
 - Dispensations Policy
- 9.2 For recommendation to full Council for ratification following staff consultation:
- Complaints Policy & Procedure
 - Lone Working Policy
10. **Personnel Sub-Committee Terms of Reference (ToR)** – Consideration of the draft ToR for recommendation to full council for ratification
11. **Work Experience** – Consideration of an application for a Year 10 student to undertake a week's work experience with the Town Council in July 2018
12. **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
 - (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.'

13. **Debtors Outstanding** – Clerk to update on the situation and recent Property Committee decision
14. **Caretaking Arrangements** – Personnel Sub-Committee to report on progress and to consider Job Descriptions and Contracts
15. **Staff Appraisals** - To note the staff appraisals recently undertaken by the Town Clerk
16. **Staffing Matters** – Mayor/Cllr Yelland to report