



Okehampton Town Council

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Emma James
Town Clerk

21st March 2018

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Thursday 29th March 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 19th February 2018.
5. **Grant Applications** -
 - 5.1 **Okehampton Fairtrade Group** – To note feedback and consider options with regards to a change in requirements to the grant awarded
 - 5.2 **Okehampton Army Cadets** – Request for a grant of £500 to contribute towards the renovation of a piece of waste land beside the huts to create a new Parade Square
 - 5.3 **One Okehampton** – Request for a grant of £500 to cover the hire of a hall for 10 weeks for Sunday Meet-up's and Social Market during establishment of the event
 - 5.4 **All Saints Parochial Church Council** – Request for a grant of £449.99 for the purchase of a contoured bench to be incorporated into a sanctuary that is being

created in the Churchyard to provide a quiet, tranquil place for prayer, reflection and remembrance as part of All Saints Living Churchyards Project.

6. **Finances** – To consider, agree and adopt the management accounts (as circulated) for months ended 31st January and 28th February 2018.
7. **Neighbourhood Plan** – To approve recommendation by the Planning Committee of a spend in the region of £1,000 - £1,500 for the appointment of an alternative Consultant
8. **Banking Arrangements** – To note an update on the situation regarding the closure of the Okehampton branch of NatWest Bank and to consider future banking options
9. **Internal Procedure** – Review and agreement of internal financial procedures to be implemented from 1st April 2018
10. **Pay Scales and Allowances** – If documentation is received, 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 for implementation from 1st April 2018
11. **IT Issues** – To note the issues and consider options for improvements
12. **Policies and Documents** –
 - 12.1 To note the requirement for the review and updating of:
 - Absence Management Policy
 - Investment Strategy
 - Privacy Notices
 - 12.2 For recommendation to full Council for ratification:
 - Flexible Retirement Policy
 - Dispensations Policy
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 - 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.'

13. **Debtors Outstanding** – Clerk to update on the situation, including any resolution or comments made by the Property Committee
14. **Staffing Matters** – Clerk to report on items for noting and consideration