



*Okehampton Town Council*

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Emma James  
Town Clerk

8<sup>th</sup> May 2018

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 14<sup>th</sup> May 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 23<sup>rd</sup> April 2018.
5. **Matters Arising** –
  - 5.1 Lloyds Bank Account and On-line Banking – Progress update
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 and £1,500 to assist with the running of the tourist information facility.
  - 6.2 **Okehampton Duke of Edinburgh Awards** – Consideration of a request for a grant of £500 towards the cost of the replacement of equipment and insurance.

7. **Finances** –
- 7.1 To approve payment of invoices as per the schedule of payments
  - 7.2 To recommend the 2017/18 year-end financial statements to Full Council
  - 7.3 To review the ear-marked funds
  - 7.4 To note the internal auditor certificate, if available
  - 7.5 To agree the following Standing Order and Direct Debit payments, including salaries, for 2018/19
8. **P&R Committee Terms of Reference** – To review and update the Terms of Reference
9. **Alternative Avenues of Investment** (Cllr Weekes) To consider alternative avenues of investment and action to be taken
10. **Policies and Documents** –
- 10.1 To note the requirement for the review and updating of:
    - GDPR Related Policies
    - Statement of Internal Control and Banking Process
  - 10.2 For recommendation to full Council for ratification:
    - Document Retention Policy
    - Subject Access Request Policy
    - Privacy Policy
    - Financial Risk Assessment
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 – Larger Councils Sub-Committee – Cllr Yelland & Town Clerk
  - (iv) Fairtrade - Cllr Cushing
  - (v) Okehampton & District Community Transport Group - Cllr Leech
  - (vi) 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 update
13. **Staffing Matters** – Clerk to provide an update as necessary