



*Okehampton Town Council*

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Emma James  
Town Clerk

4<sup>th</sup> June 2018

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 11<sup>th</sup> June 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 14<sup>th</sup> May 2018.
5. **Matters Arising** –
  - 5.1 Lloyds Bank Account and On-line Banking – Progress update
6. **Grant Applications** -
  - 6.1 **Meldon Viaduct Company Ltd** – Consideration of a request for a grant of £500 to contribute towards the maintenance and renewal fund which is used to undertake necessary repairs to maintain the structure and extend its life
7. **Finances** –
  - 7.1 To consider, agree and adopt the management accounts (as circulated) for month ended 30<sup>th</sup> April 2018

- 7.2 To approve payment of invoices as per the schedule
8. **Internal Audit Report** – To consider the recommendations made and actions required
9. **Appointment of Internal Auditor for 2018/19** - To consider the appointment of an internal auditor for the current financial year
10. **Policies and Documents** –
- 10.1 To note the requirement for the review and updating of:
- Capability
  - Whistleblowing
- 10.2 For recommendation to full Council for ratification:
- Data Security Breach Response Policy and Procedure
  - Statement of Internal Control and Banking Process
11. **Ear-Marked Reserves Working Group** – To receive a verbal report and consider recommendations
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 Carpenter
  - (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

## **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 verbally
14. **Personnel Sub-Committee** – Chairman to report on the recent meeting
15. **Staffing Matters** – Commencement of recruitment process to fill staff vacancy, consideration of job description and any other documentation or associated requirements