



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

2nd July 2018

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 9th July 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 meetings held on 11th, 18th and 25th June 2018.
5. **Matters Arising** –
 - 5.1 Lloyds Bank Account and On-line Banking – Progress update
6. **Grant Applications** -
 - 6.1 **OCRA** – Consideration of a request for a grant of £500 to contribute towards the cost of the running of Okehampton Sports and Fitness Festival
7. **Feedback from Grants Awarded** - To note feedback from:
 - 7.1 **Pete's Dragons**
 - 7.2 **Okehampton Fairtrade Group**

8. **Finances** –
- 8.1 To consider, agree and adopt the management accounts (as circulated) for month ended 31st May 2018 (month 2)
- 8.2 To approve payment of invoices as per the schedule
9. **Policies and Documents** –
- 9.1 To note the requirement for the review and updating of:
- Standing Orders
- 9.2 To consider the need for the adoption of a Recruitment Policy
10. **Feedback from Work Experience Student** – To note feedback received
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 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.'

12. **Debtors Outstanding** – Clerk to update verbally
13. **Personal Sub-Committee** – Chairman to report on the recent meetings
14. **Staffing Vacancies** – To note updates on the recruitment process and consider any actions arising:
- 14.1 Assistant Clerk
 - 14.2 Senior Caretaker
 - 14.3 Park-keeper
15. **Investment Working Group** – To receive and consider a report from the working group following their initial meeting on 27th June