



Okehampton Town Council

3rd September 2018

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 10th September 2018 at 7.00pm in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

Emma James
Town Clerk

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Fore Street
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Devon
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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 9th, 12th and 25th July and 6th August 2018.
5. **Matters Arising** –
 - 5.1 Lloyds Bank Account and On-line Banking – Progress update
6. **Grant Applications** -
 - 6.1 **Friends of Okehampton Library** - Consideration of a request for a grant of £400 to contribute towards the cost of the purchase of new chairs for use in the library and meeting rooms.
 - 6.2 **Okehampton United Ecclesiastical Charity** – Consideration of a request for a grant of £1000 towards the maintenance and upkeep of the St James' Church Clock which has required substantial maintenance over the last few years.
7. **Finances** –
 - 7.1 To consider, agree and adopt the management accounts (as circulated) for month ended 30th June (month 3) and 31st July (month 4) 2018

- 7.2 To approve payment of invoices as per the schedule
- 7.3 To consider contributing to a gift for Lesley Smith MBE, DALC County Secretary, who is retiring in the Autumn
- 7.4 To note that a new ordering system has been implemented ensuring that the councils Standing Orders and Financial Regulations are complied with
- 8. **Internal Audit Update** – To note the actions taken and/or in progress and approve recommendation for open a new bank account
- 9. **Councillor Audits** – Cllr Marsh to report upon recently undertaken Councillor audits of the Bank Reconciliations
- 10. **Park-Keeper Appointment** –
 - 10.1 To note the start date of Mr J McGahey
 - 10.2 Training Requirements
- 11. **Policies and Documents** –
 - 11.1 For recommendation to full Council for ratification:
 - Standing Orders
 - Recruitment Policy
 - 11.2 For recommendation to full Council for ratification following staff consultation:
 - Capability Procedure
 - Whistleblowing Policy
 - 11.3 To note the requirement for the review and updating of:
 - Wood/Logs Policy
 - Social Media, Email, Internet, Computer and Phone Use Policy
 - Leave 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 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
- 14. **Assistant Caretaker Vacancy** – To consider and ratify the recommendation of the interview panel regarding the appointment
- 15. **Staffing Matters** – To receive a verbal report from the Clerk on any issues arising and to consider any actions as may be necessary
- 16. **Payroll** – To consider bringing the Councils payroll processing in-house
- 17. **Confidential Waste** – To note and consider a report from the Clerk detailing action required to either purchase a new shredder or out-source the service for the Office Staff and purchase a shredder for the Parks Staff