



Okehampton Town Council

1st October 2018

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 8th October 2018 at 7.00pm in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

Emma James
Town Clerk

Town Hall
Fore Street
Okehampton
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 meeting held on 10th September 2018.
5. **Matters Arising** –
 - 5.1 Lloyds Bank Account and On-line Banking – Progress update
 - 5.2 Mayors Account – Lloyds account to be opened
 - 5.3 RoSPA Play Safety Inspection Course – Booked for 21st November in Exeter
 - 5.4 Payroll – Clerk to update on progress to bring the service in-house
 - 5.5 Confidential Waste – To note that a shredder has been purchased and received
6. **Grant Applications** -
 - 6.1 **2443 (Okehampton) Sqn RAFAC** - Consideration of a request for a grant of £500 towards the cost of the purchase of a logoed Gazebo to be used to promote the RAF Cadets at local events and for fundraising activities
 - 6.2 **Okehampton Carnival Committee** – Consideration of a request for a grant towards the cost of running the annual carnival. No amount is specified, however in recent years the grant awarded has been £1,000

7. **Finances** –
- 7.1 To consider, agree and adopt the management accounts (as circulated) for month ended 31st August (month 5) 2018
- 7.2 To approve payment of invoices as per the schedule
8. **Internal Auditor**– To note that the internal auditor is due to carry out his interim visit on 10th October
9. **Councillor Audits** – Cllr Marsh to report upon recently undertaken Councillor audits of the August bank reconciliations
10. **Assistant Caretaker Appointment** – To note that Mr Tucker commenced work for the Council on 1st October 2018.
11. **Policies and Documents** –
- 11.1 For recommendation to full Council for ratification:
- Wood/Logs Policy
- 11.2 For recommendation to full Council for ratification following staff consultation:
- Leave Policy
 - Social Media, IT and Phone Use Policy
 - Staff Uniform Policy
- 11.3 To note the requirement for the review and updating of:
- Maternity, Adoption and Paternity Policy
 - Shared Parental 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. **Staffing Matters** – To receive a verbal report from the Clerk on any issues arising and to consider any actions as may be necessary including an update with regards to Min Ref 313 of the previous P&R Meeting