



Okehampton Town Council

5th November 2018

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 12th November 2018 at 7.00pm in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

Emma James
Town Clerk

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

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 8th October 2018.
5. **Matters Arising** –
 - 5.1 Mayors Account – Update regarding advice provided by the Internal Auditor, action taken, approval of forms and signatories as required
 - 5.2 Payroll Service – Clerk to update on progress and software requirement
6. **Grant Applications** -
 - 6.1 **Ockment Centre** - Consideration of a request for a grant of £5000 towards the costs of running the centre for this financial year.
 - 6.2 **Okehampton Excelsior Silver Band** – Consideration of a request for a grant of £250 towards the cost of the installation of a new ceiling to improve the acoustic properties of the room increase insulation and improve lighting.
7. **Feedback from Grants Awarded** – To need feedback received from:
 - 7.1 Okehampton Carnival Committee

7.2 Friends of Okehampton Library

8. **Finances** –

8.1 To consider, agree and adopt the management accounts (as circulated) for month ended 30th September (month 6) 2018

8.2 To approve payment of invoices as per the schedule

8.3 Training Budget – To consider increasing the budget for this financial year to enable required staff training and associated virement of funds

9. **2019/20 Budget** - To consider any particular items of expenditure for inclusion in the 2019/20 budget discussions

10. **Internal Audit**– To note the interim report, any recommendations made and actions taken

11. **Councillor Audits** – Cllr Marsh to report upon recently undertaken Councillor audit of the September bank reconciliations and Online banking payments made to date

12. **Policies and Documents** –

12.1 For recommendation to full Council for ratification following staff consultation:

- Maternity, Adoption and Paternity Policy
- Shared Parental Leave Policy

12.2 To note the requirement for the review and updating of:

- Councillor Induction Policy
- Exclusive Rights of Burial
- Honorary Freeman Policy
- Leave Policy

13. **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.'

14. **Debtors Outstanding** – Clerk to update

15. **Staffing Matters** – To receive a report from the Clerk regarding the Assistant Town Clerk's interim probationary period review, any other issues arising and agree any action required

16. **NJC Pay Agreement 2019/20** – Discussion regarding the proposals, implications and to agree any actions required