



Okehampton Town Council

3rd December 2018

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 10th December 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 12th November 2018.
5. **Matters Arising** –
 - 5.1 Mayors Account – Update on the progress of opening an account and agree the signatories
 - 5.2 Payroll Service – Clerk to update on progress of implementation of the new software
6. **Grant Applications** -
 - 6.1 **Tor Support Services** - Consideration of a request for a grant of £500 to provide up to 15 counselling sessions directly to children, the average cost of which is £37 p/session.
 - 6.2 **Okehampton Community Archives** – Consideration of a request for a grant of £500 assist with the cost of overheads to enable the archive to continue to open to the public

- 6.3 Okement Rivers Improvement Group** – Consideration of a request for a grant of £200 to assist in covering the running costs; including insurance, litter bags, gloves and litter pickers, updating training, cleaning of existing seats and repairs.
- 6.4 Okehampton Chamber of Trade** – Consideration of a request for a grant of £1500 (ono) to assist with the cost of Christmas Trees, and the provision of Christmas lights in the town
- 6.5 Devon Young Carers (Westbank)** - Consideration of a request for a grant of £500 to assist with the cost of regular trampolining sessions at OCRA which will provide much needed and regular respite from their exceptional caring responsibilities.
- 6.6 Junior Life Skills** - Consideration of a request for a grant of £300 to pay for the venue, organisational and managing fee for the running of Junior Life Skills for every Year 6 child in West Devon.
- 7. Feedback from Grants Awarded** – To note feedback received from:
- 7.1** 2243 Okehampton) Squadron, Royal Air Force Aid Cadets
- 8. Finances** –
- 8.1** To consider, agree and adopt the management accounts (as circulated) for month ended 31st October (month 7) 2018
- 8.2** To approve payment of invoices as per the schedule
- 9. Training** – To consider a recommendation from the Clerk that the Park-Keeper, J McGahey, is permitted to attend a 3 day course in Exeter in February 2019, this financial year rather than in 2019/20, at a cost of £635 +VAT. It is also requested that an amount of £700 be vired from general reserves to the training budget to cover this cost.
- 10. 2019/20 Budget** - To consider the budget requirement for 2019/20
- 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
- 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** – Clerk to report on any issues arising
- 16. NJC Pay Agreement 2019/20** – Discussion regarding the proposals, implications and to agree any actions required should information be available