



Okehampton Town Council

7th January 2019

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 14th January 2019 at 7.00pm in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

Emma James
Town Clerk

Town Hall
Fore Street
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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 December 2018.
5. **Matters Arising**
 - 5.1 To note GDPR requirements with regards to grant applications
 - 5.2 To note advice from the Internal Auditor regarding the rollover of remaining funds in a budget element from one financial year to the next
6. **Grant Applications** -
 - 6.1 **Okehampton United Charity** - Consideration of a request for a grant of £1,102.84 to assist with the costs associated with the provision of allotments
7. **Feedback from Grants Awarded** – To need feedback received from:
 - 7.1 Okehampton Community Archives
 - 7.2 Okement Rivers Improvement Group
 - 7.3 Okehampton Chamber of Trade

8. **Finances** –
 - 8.1 To consider, agree and adopt the management accounts (as circulated) for month ended 30th November (month 8) 2018
 - 8.2 To approve payment of invoices as per the schedule
9. **2019/20 Budget and Precept** – Consideration of the draft budget and to make recommendations to Full Council for the Budget and Precept for 2019/20 financial year
10. **Councillor Audits** – Cllr Marsh to report upon recently undertaken Councillor audit of the bank reconciliations for November and Online banking payments made since the last meeting
10. **Policies and Documents** –
 - 10.1 For recommendation to full Council for ratification following staff consultation:
 - Maternity, Adoption and Paternity Policy
 - Shared Parental Leave Policy
 - 10.2 For recommendation to full Council for ratification:
 - Honorary Freeman (Freewoman) Policy
 - Operation London Bridge
 - Councillor Induction
 - Exclusive Right of Burial in Okehampton Cemetery Policy
 - 10.3 To note the requirement for the review and updating of:
 - Discretions Policy
 - Health & Safety Policy
 - Lone Working Policy
11. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
 - 11.1 Chamber of Trade - Cllr Carpenter
 - 11.2 Citizens Advice - Cllr Leech
 - 11.3 DALC – Larger Councils Sub-Committee – Cllr Yelland & Town Clerk
 - 11.4 Fairtrade - Cllr Cushing
 - 11.5 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
13. **Apprenticeship** – To consider recommendations from the Personnel Sub-Committee regarding the employment of an apprentice
14. **Staffing Matters** – Clerk to report on any issues arising