



Okehampton Town Council

4th February 2019

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 11th February 2019 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 14th January 2019
5. **Matters Arising**
 - 5.1 **Apprenticeship** – To receive an update from the Clerk
6. **Grant Applications** -
 - 6.1 **Okehampton Fairtrade Group** - Consideration of a request for a grant of £250 to assist in funding events during Fairtrade Fortnight
7. **Feedback from Grants Awarded** – To note feedback received from:
 - 7.1 Ockment Centre
 - 7.1 Tor Support Services
8. **Finances** –
 - 8.1 To consider, agree and adopt the management accounts (as circulated) for month ended 31st December (month 9) 2018
 - 8.2 To approve payment of invoices as per the schedule

9. **Councillor Audits** – Cllr Marsh to report upon recently undertaken Councillor audit of the bank reconciliations for December and January, and Online banking payments made since the last meeting
10. **Council Email** – To consider a request by the Clerk regarding the accessibility of her emails
11. **Policies and Documents** –
 - 11.1 For recommendation to full Council for ratification following staff consultation:
 - Health & Safety Policy
 - Lone Working Policy
 - 11.2 To note the requirement for the review and updating of:
 - Planning Policy
 - Emergency Plan
 - Simmons Park and Kempley Meadows Management Plan
12. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
 - 12.1 Chamber of Trade - Cllr Carpenter
 - 12.2 Citizens Advice - Cllr Leech
 - 12.3 DALC – Larger Councils Sub-Committee – Cllr Yelland & Town Clerk
 - 12.4 Fairtrade - Cllr Cushing
 - 12.5 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.'

13. **Debtors Outstanding** – Clerk to update
14. **Staffing Matters** – Clerk to report on any issues arising