



Okehampton Town Council

Town Hall
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Okehampton
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Emma James
Town Clerk

25th February 2019

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 4th March 2019 at 7.00pm in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

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 11th February 2019
5. **Matters Arising**
 - 5.1 None
6. **Grant Applications** -
 - 6.1 **Citizens Advice TNMWD** - Consideration of a request for a grant of £4,000 to support the work of the group in Okehampton.
 - 6.2 **Wren Music** – Consideration of a request for a grant of £500 to help fund workshops as part of the Okehampton Lanterns project.
7. **Feedback from Grants Awarded** – To note feedback received from:
 - 7.1 Okehampton Fairtrade Group

8. **Finances** –
 - 8.1 To consider, agree and adopt the management accounts (as circulated) for month ended 31st January (month 10) 2019
 - 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 February, and Online banking payments made since the last meeting
10. **Pay Scales and Allowances** – To approve the pay scales and allowances for 2019/20 as agreed by the National Joint Council for Local Government Services, and as applicable to staff scale points for implementation from 1st April 2019
11. **Annual Subscriptions** – Review and consideration of renewal of annual subscriptions
12. **Regular Direct Debits, Standing Orders and BACS Transactions** – Annual review and consideration of the regular payments
13. **Payment of Expenses following the Elections** – To consider for recommendation to full Council delegation of payment of invoices to the Clerk and Assistant Clerk on a temporary basis following the elections in the event there are not enough Members as bank signatories or the Council is inquorate
14. **NALC Local Council EXPO** – Consideration of approval of a request by the Clerk and Assistant Clerk to attend the event in Droitwich on 21st June
15. **Policies and Documents** –
 - 15.1 For recommendation to full Council for ratification following staff consultation:
 - Snow and Ice Management Policy
 - 15.2 To note the requirement for the review and updating of:
 - Financial Regulations
 - Financial Risk Assessment
 - Investment Strategy
 - Internal Control Statement
16. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
 - 16.1 Chamber of Trade - Cllr Carpenter
 - 16.2 Citizens Advice - Cllr Leech
 - 16.3 DALC, Larger Councils Sub-Committee – Cllr Yelland & Town Clerk
 - 16.4 Fairtrade - Cllr Cushing
 - 16.5 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.'

17. **Debtors Outstanding** – Clerk to update
18. **Apprenticeship Vacancy** - To receive an update on the recruitment process and recommendation from the panel for the appointment of an apprentice
19. **Staffing Matters** – Clerk to report on any issues arising for information and action as may be required