



*Okehampton Town Council*

8<sup>th</sup> April 2019

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 15<sup>th</sup> April 2019 at 7.00pm in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

Emma James  
Town Clerk

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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 4<sup>th</sup> March 2019
5. **Matters Arising**
  - 5.1 **Annual Subscription** – To note that a subscription to the Guild of Mace Bearers has been purchased for one mace-bearer
6. **Grant Applications** -
  - 6.1 **La Folia Music Ltd** - Consideration of a request for a grant of £500 to support the cost of a music therapist for their flagship music therapy project 'Continuing the Conversation' at Springfields Residential Home, Bridestowe, Okehampton which is due to commence in July 2019
7. **Finances** –
  - 7.1 To consider, agree and adopt the management accounts (as circulated) for month ended 28<sup>th</sup> February 2019 (month 11)
  - 7.2 To approve payment of invoices as per the schedule
  - 7.3 To approve the setting up of Direct Debits to WDBC for the payment of Non-Domestic Rates on a monthly basis for the Simmons Park Car Park, Charter Hall, Town Hall Council Offices and Registrars Office

- 7.4 Review of the Business Fixed Rate Saver bank account which matures on 29<sup>th</sup> April 2019 and to resolve reinvestment of the monies
- 7.5 To note that a donation in the sum of £1,109 has been received from the Dartmoor Arts Society towards the cost of the new projector screen in the Charter Hall.
8. **Councillor Audits** – Cllr Marsh to report upon recently undertaken Councillor audit of the bank reconciliations for February, and online payments made since the last report
9. **Audit Reports** – To receive an update from the Clerk regarding the last internal and external audit reports
10. **Insurance** – To note that the Council's insurance policy has been renewed in line with the 3-year agreement approved in 2018/19 and which includes the recently transferred assets an additional policy for Cyber Insurance.
11. **IT Systems Review** – To consider a recommendation by the Clerk for a review of the whole of the Councils IT Systems
12. **Public Sector Bodies (Websites and Mobile Applications) No. 2) Accessibility Regulations 2018** – To note that requirements for the improvement of accessibility to existing websites come into force in September 2020, and recommendation by the Clerk that the website be reviewed in conjunction with a review of the IT systems as at Item 11 of the agenda
13. **Policies and Documents** –
- 13.1 For recommendation to full Council for ratification following staff consultation:
- Financial Regulations
  - Financial Risk Assessment
  - Investment Strategy
  - Internal Control Statement
  - Discretions Policy
- 13.2 To note the requirement for the review and updating of:
- Asbestos Management Plan
  - Freedom of Information/Publication Scheme
  - Safeguarding Policy
14. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
- 14.1 Chamber of Trade - Cllr Carpenter
- 14.2 Citizens Advice - Cllr Leech
- 14.3 DALC, Larger Councils Sub-Committee – Cllr Yelland & Town Clerk
- 14.4 Fairtrade - Cllr Cushing
- 14.5 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.'

15. **Debtors Outstanding** – Clerk to update
16. **Staffing Matters** – To consider and resolve to approve recommendations of the Personnel Sub-Committee
17. **Clerks Appraisal** – To receive a report from the appraisers; Cllr's Carpenter and Yelland