



Okehampton Town Council

Town Hall
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Okehampton
Devon
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Emma James
Town Clerk

10th June 2019

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 17th June 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 meetings held on 15th April and 23rd May 2019
5. **Matters Arising**
 - 5.1 **Debtor** – See Part 2 Item of business
6. **Grant Applications**
 - 6.1 **Museum of Dartmoor Life** – Consideration of a request for a grant of £3,500 for support towards the maintenance of the museum and £1,500 to assist with the running of the tourist information facility.
 - 6.2 **Meldon Viaduct Company Ltd** - Consideration of a request for a grant of £500 to contribute to the Trust's repairs and renewals fund for 2019/20 which is used to undertake necessary repairs to maintain the structure and extend its life
7. **Feedback from Grants Awarded** – To note feedback from the following organisations who have received grants from the Council
 - 7.1 Torridge, North, Mid & West Devon Citizens Advice

8. **Finances**
- 8.1 To consider, agree and adopt the management accounts (as circulated) for year end 31st March 2019 (month 12), month ended 30th April 2019 (month 1) and month ended 31st May 2019 (month 2)
- 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, and online payments made since the last report
10. **Internal Audit Reports** – To note previously circulated reports regarding the 2018/19 interim and year end internal audits and actions taken in relation to recommendations made
11. **Policies and Documents**
- 11.1 For consideration and recommendation to full Council for ratification:
- Freedom of Information Publication Scheme
 - Memorial Management Policy
 - Safeguarding
 - Simmons Park and Kempley Meadows Management Plan
 - Waste Management and Recycling Policy
- 11.2 Terms of Reference for consideration and recommendation to full Council for ratification:
- Parks Committee
 - Personnel Sub-Committee
 - Policy & Resources Committee
- 11.3 To note the requirement for the review and updating of:
- Data Security Breach Response Policy & Procedure
12. **Reports of Council Working Groups** – To consider, note reports and resolve any action required:
- 12.1 800th Anniversary of the Market Charter in 2020 – Cllrs Marsh and Tucker
- 12.2 Civic Regalia Review – Cllrs Button, Leech and Sanger
- 12.3 Investment - Cllrs Leech, Tolley and Vachon
- 12.4 IT Systems Review – Cllrs Goffey, Ireland and Tolley
13. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
- 13.1 Citizens Advice - Cllr Button
- 13.3 DALC, Larger Councils Sub-Committee – Cllr Tolley & Town Clerk
- 13.4 Fairtrade - Cllr Button
- 13.5 Okehampton & District Community Transport Group - Cllr Leech
- 13.6 Twinning Association – Cllr Tucker

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 and to provide the answer to a query raised in the previous meeting
15. **Staffing Matters** – To receive a report from the Clerk or the Personnel Sub-Committee and resolve actions as necessary