



Okehampton Town Council

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Emma James
Town Clerk

8th July 2019

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 15th July 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 7th June 2019
5. **Matters Arising** – None
6. **Grant Applications**
 - 6.1 **Okement Rivers Improvement Group** – Consideration of a request for a grant of £500 towards the running costs which incorporate insurance, training, purchase of replacement litter pickers, black bags and yearly maintenance of seats.
 - 6.2 **Okehampton Community Archives** - Consideration of a request for a grant of £500 for the purchase of a new photocopier, replacing a broken one, and ink allowing the copying of material loaned to the group, assistance with rent and ongoing costs.
7. **Feedback from Grants Awarded** – To note feedback from the following organisation who has received a grant from the Council
 - 7.1 The Museum of Dartmoor Life

8. **Finances**
 - 8.1 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. **Groundsperson** – To note that Mr Neil Cleave commenced work as the Council's Groundsperson on 8th July.
11. **Council Archive** – With a view to expediting the cataloguing and archiving of the Council's documentation and items held in storage, consideration to be given to the authorisation of additional paid hours to be worked by Council staff.
12. **Policies and Documents**
 - 12.1 For consideration and recommendation to full Council for ratification:
 - Data Security Breach Response Policy and Procedure
 - 12.2 Committee Terms of Reference for consideration and recommendation to full Council for ratification:
 - Property Committee
 - Emergency Committee
 - 12.3 To note that Terms of Reference for all Working Groups are required to be considered by the Committee for recommendation to full Council for ratification in due course
13. **Reports of Council Working Groups** – To consider, note reports and resolve any action required:
 - 13.1 **800th Anniversary of the Market Charter in 2020** – Cllrs Marsh and Tucker
 - 13.2 **Civic Regalia Review** – Cllrs Button, Leech and Sanger
 - 13.3 **Investment** - Cllrs Leech, Tolley and Vachon
 - 13.4 **IT Systems Review** – Cllrs Goffey, Ireland and Tolley – To consider a report regarding the priorities, and resolve to approve recommended options for upgrades and improvements to IT systems
14. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
 - 14.1 Citizens Advice - Cllr Button
 - 14.3 DALC, Larger Councils Sub-Committee – Cllr Tolley & Town Clerk
 - 14.4 Fairtrade - Cllr Button
 - 14.5 Okehampton & District Community Transport Group - Cllr Leech
 - 14.6 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.'

15. **Debtors Outstanding** – Clerk to provide an update and to note a response to a query raised at the last meeting.
16. **Internal Auditor** – To review the work of the internal auditor, quotations received for internal auditor services and resolve to appoint an auditor for this financial year or on a 3 yearly term