



*Okehampton Town Council*

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EX20 1AA

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Emma James  
Town Clerk

2<sup>nd</sup> September 2019

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 9<sup>th</sup> September 2019 at 7.45pm (or at the arising of the full Council meeting, whichever later) 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 and approve 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 15<sup>th</sup> July 2019
5. **Matters Arising** – None
6. **Grant Applications**
  - 6.1 **Okehampton Duke of Edinburgh's Award** – Consideration of a request for a grant of £500 towards the cost of insuring the equipment held by the group which is quoted at £435.80. The additional £64.20 would assist towards the provision of training for volunteers
  - 6.2 **Okehampton Armed Forces and Veterans Breakfast Club** – Consideration of a request for a grant of £500 towards the cost of flyers, a flag and banner, website and hosting for the advertising and promotion of the club

7. **Finances**
- 7.1 To consider, agree and adopt the management accounts (as circulated) for month ended 30<sup>th</sup> June 2019 (month 3) and 31<sup>st</sup> July 2019 (month 4)
- 7.2 To consider and resolved to agree a revised monthly management account pack, previously circulated in relation to item 8.1, comprising of reduced content with a view to cost savings and reduction of environmental impact
- 7.3 To approve payment of invoices as per the schedule
8. **Councillor Audits** – Cllr Marsh to report upon recently undertaken Councillor audit of the bank reconciliations, and online payments made since the last report
9. **External Audit Certificate** – To note that the external auditors report and certificate in relation to the Annual Governance & Accountability Return for the year ended 31<sup>st</sup> March 2019 has been received and that no issues have been found or recommendations made
10. **Council Tax Support Grant for 2020/21** – To consider correspondence from WDBC regarding the proposed withdrawal of the grant to West Devon Town and Parish Councils with effect from the 1<sup>st</sup> April 2020, and the impact this will have on the 2020/21 budget. To resolve to make a response if it is felt to be necessary.
11. **Policies and Documents**
- 11.1 For consideration and recommendation to full Council for ratification:
- Simmons Park & Kempley Meadows Management Plan
- 11.2 To note that the NALC model Financial Regulations have been updated with minor amendments having been made and that the Council's regulations will be amended accordingly in due course
- 11.3 Committee Terms of Reference for consideration and recommendation to full Council for ratification:
- Planning Committee
  - Property Committee (as circulated for the Property Committee meeting on 2<sup>nd</sup> September 2019)
- 11.4 Terms of Reference for Working/Task & Finish Groups for consideration and recommendation to full Council for ratification:
- Charities
  - Investment
  - IT Review
  - 800<sup>th</sup> Anniversary of the Market Charter in 2020
  - 75<sup>th</sup> Anniversary of VE and VJ Days in 2020
  - Civic Regalia
  - Climate Change
12. **Reports of Council Working/Task & Finish Groups** – To consider, note reports and resolve any action required:
- 12.1 **800<sup>th</sup> Anniversary of the Market Charter in 2020** – Cllrs Holt, 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
- 12.5 **VE Day and VJ Day 75<sup>th</sup> Anniversary in 2020** – Cllrs Ireland, Sanger, Tucker and Vachon
- 12.6 **Policy Review Group** – Chairman, Vice-Chairman of Policy & Resources Committee and the Town Clerk.
- To resolve to agree a recommendation that the Task & Finish Group is no longer required now that the Councils Policies have been reviewed and updated; and that in the event that any new policies are recommended for adoption, or existing policies require significant alteration the Chairman and Vice-Chairman of the

Committee will meet with the Clerk to review the documents prior to submission to the Committee

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 and 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 provide an update