



Okehampton Town Council

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Emma James
Town Clerk

3rd October 2019

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 14th October 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 9th September 2019
5. **Matters Arising** –
 - 5.1 **Council Archives** – To receive an update from the Clerk regarding progress relating to the archiving of Council documentation
6. **Grant Applications**
 - 6.1 **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
 - 6.2 **Okehampton United Ecclesiastical Charity** – Consideration of a request for a grant of £500 towards the cost of maintaining the clock
 - 6.3 **Okehampton District Community Transport Group** – Consideration of a request for a grant of £2,000 towards the cost of the purchase of a new 15 seater mini bus

7. **Finances**
 - 7.1 To consider, agree and adopt the management accounts (as circulated) for month ended 31st August 2019 (month 5)
 - 7.2 To approve payment of invoices as per the schedule
 - 7.3 To consider approval of a Lloyds Charge or Debit Card, see circulated paper
8. **Budget 2020/21** - To consider projects and particular purchases for inclusion in the first draft of the budget for the financial year 2020/21, noting that the Council will be invoiced during 2020/21 by WDBC for May 2019 election fees.
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 Auditor**– To note that the internal auditor is due to carry out the interim audit on 13th November
11. **Policies and Documents**
 - 11.1 For consideration and recommendation to full Council for ratification:
 - Business Continuity Plan
 - Strategic Plan 2019-2023
 - 11.2 To consider the revised Terms of Reference for the Anniversary of Markets, Fairs and Charters Task & Finish Group for recommendation to full Council.
12. **Marketing Material** – To resolve to approve a request from the Clerk to for the purchase of Council publicity material
13. **Reports of Council Working/Task & Finish Groups** – To consider, note reports and resolve any action required:
 - 13.1 **Anniversaries of Markets, Fairs and Charters** – Cllrs Marsh, Tucker and Holt
 - 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
 - 13.5 **VE Day and VJ Day 75th Anniversary in 2020** – Cllrs Ireland, Jessop, Sanger, Tucker
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
 - 14.2 **DALC, Larger Councils Sub-Committee** – Cllr Tolley & Town Clerk
 - 14.3 **Fairtrade** - Cllr Button
 - 14.4 **Okehampton & District Community Transport Group** - Cllr Leech
 - 14.5 **Twinning Association** – Cllr Tucker – To consider a request from Cllr Tucker that remit of the role be extended to include international relationships

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
16. **Staffing Matters** – To consider a report from the Clerk and any other matters as necessary