



Okehampton Town Council

Town Hall
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Emma James
Town Clerk

2nd December 2019

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 9th December 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 11th November 2019
5. **Matters Arising** –
 - 5.1 **Marketing Material** – To note previously approved items have been received and to further approve the purchase of a pavement sign, in accordance with the circulated report
6. **Grant Applications**
 - 6.1 **Everything Okehampton** – Consideration of a request for a grant of £1,500 towards the cost of the provision, insurance, maintenance costs and safety checks relating to the Christmas Lights
7. **Finances**
 - 7.1 Cllr Marsh to report upon recently undertaken Councillor audit of the bank reconciliations, and online payments made since the last report

- 7.2 To consider, agree and adopt the management accounts (as circulated) for month ended 31st October 2019 (month 7)
- 7.3 To approve payment of invoices as per the schedule
8. **Budget 2020/21** - To consider the budget for 2020/21 and resolve to make a recommendation to full Council for consideration
9. **Internal Audit** – To review the interim visit report, see circulated papers
10. **Policies and Documents**
- 10.1 For consideration and recommendation to full Council for ratification:
- Asbestos Management Plan (produced by Environmental Services)
 - Financial Risk Assessment and Management Policy
 - Financial Regulations
 - Grants Policy
- 10.2 To review and resolve to approved revised Grant Application forms
11. **Reports of Council Working/Task & Finish Groups** – To consider, note reports and resolve any action required:
- 11.1 **Anniversaries of Markets, Fairs and Charters** – Cllrs Marsh, Tucker and Holt
- 11.2 **Civic Regalia Review** – Cllrs Button, Leech and Sanger – To consider and resolve to approve recommendations by the group
- 11.3 **Investment** - Cllrs Leech, Tolley and Vachon
- 11.4 **IT Systems Review** – Cllrs Goffey, Ireland and Tolley
- 11.5 **VE Day and VJ Day 75th Anniversary in 2020** – Cllrs Ireland, Jessop, Sanger, Tucker
12. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
- 12.1 **Citizens Advice** - Cllr Button
- 12.2 **DALC, Larger Councils Sub-Committee** – Cllr Tolley & Town Clerk
- 12.3 **Fairtrade** - Cllr Button
- 12.4 **Okehampton & District Community Transport Group** - Cllr Leech
- 12.5 **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.'

13. **Debtors Outstanding** – Clerk to provide an update
14. **Staffing Matters**–
- 14.1 To review staff salaries
- 14.2 To note the NJC pay agreement proposals and potential implications on the staffing elements of the 2020/21 budget
- 14.3 To note the LGPS Fund – employer contribution rates for 2020/2023
- 14.4 To receive a report from the Clerk and/or the Chairman of the Committee on any staffing related matters and to make resolutions as required