



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

6th January 2020

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 13th January 2020 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 2nd and 9th December 2019
5. **Matters Arising** –
 - 5.1 **Debtor**– To note that an answer to the query raised at the meeting on 9th December 2019 relating to a debtor on the accounts for October 2019 (month 7) was circulated and was due to the cancellation of a regularly booked session
6. **Grant Applications**
 - 6.1 **Devon Young Carers (Westbank)** – Consideration of a request for a grant of £500 to fund the attendance of 3 young carers from the Okehampton area at a weekend residential of the annual Young Carers festival.
7. **Grant Awarded Feedback** – To note an email of thanks from Everything Okehampton

8. **Finances**
 - 8.1 Cllr Marsh to report upon recently undertaken Councillor audit of the bank reconciliations, and online payments made since the last report
 - 8.2 To consider, agree and adopt the management accounts (as circulated) for month ended 30th November 2019 (month 8)
 - 8.3 To approve payment of invoices as per the schedule
9. **Policies and Documents**
 - 9.1 For consideration and recommendation to full Council for ratification:
 - Filming and Recording of Meetings
10. **Fairtrade** – To consider a proposal by Cllr Button that the Council maintains its support of the Fairtrade status of the town by continuing to include Fairtrade products, where possible, at events hosted by the Council
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 note that the Civic Chain has been booked in for repairs and engraving of Mayors names on the 3 remaining shields to be undertaken during January and February.
 - To resolve to approve the dissolution of the group now that repairs to the Mayors Chain have been arranged and the Robes have been evaluated and cleaned
 - 11.3 **Investment** - Cllrs Leech, Tolley and Vachon
 - 11.4 **IT Systems Review** – Cllrs Goffey, Ireland and Tolley – To resolve to approve recommendations of the group
 - 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

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. **Staffing Matters**–
 - 13.1 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 including a recommendation by the Clerk relating to Caretaker cover