



*Okehampton Town Council*

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Emma James  
Town Clerk

3<sup>rd</sup> February 2020

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 10<sup>th</sup> February 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 meeting held on 13<sup>th</sup> January 2020
5. **Matters Arising** – None
6. **Grant Applications**
  - 6.1 **Okehampton Fairtrade Group** – Consideration of a request for a grant of £200 to support a Fairtrade Schools Conference which is to be hosted at Okehampton Primary School with invitations to other schools in the Dartmoor Academy. The Conference will cover Fairtrade issues and Climate Change impact and enable students to meet Cocoa producers from Ghana
  - 6.2 **Okehampton Otters Swimming and Lifesaving Club** – Consideration of a request for a grant of £200 to assist with the cost of training for up to 10 volunteers on Safeguarding at £35 p/person
7. **Grant Awarded Feedback** – None received

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 31<sup>st</sup> December 2019 (month 9)
  - 8.3 To approve payment of invoices as per the schedule
  
9. **Proposed Increase in Charges for the Emptying of Bins** - To note a proposed increase in charges by WDBC for the emptying of bins from April 2020, the implications and to consider a response to WDBC
  
10. **Policies and Documents**
  - 10.1 For consideration and recommendation to full Council for ratification:
    - Exclusive Right of Burial in Okehampton Cemetery Policy
    - Strategic Plan 2019-2023 - Workforce Strand
  
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 **Investment** - Cllrs Leech, Tolley and Vachon – To review and consider the meeting notes and recommendations therein
  - 11.3 **IT Systems Review** – Cllrs Goffey, Ireland and Tolley – To resolve to approve recommendations of the group, including a virement of funds from general reserves to the IT budget.  
Note recommendations relating to the website are to be discussed under Part 2 (Item 13)
  - 11.4 **VE Day and VJ Day 75<sup>th</sup> Anniversary in 2020** – Cllrs Ireland, Jessop, Sanger, Tucker – To receive a report, consider recommendations and resolve actions as required including a review of membership of the group
  
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. **Council Website** – To consider and resolve recommendations by the IT Task & Finish Group in relation to the website and compliancy with the WCAG 2.1 AA regulations and the virement to the appropriate amount from general reserves to the IT budget
  
14. **Council Archive** – To receive an update on progress relating to the cataloguing of documentation and artefacts held in the Council Archive and resolve to approve a recommendation by the Clerk for the creation of a bespoke programme to facilitate project