



Okehampton Town Council

Town Hall
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Okehampton
Devon
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Emma James
Town Clerk

9th March 2020

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 16th March 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 13th January 2020
5. **Matters Arising** –
Emptying of Dog Waste and Litter Bins – To note that WDBC have resolved to defer an increase in charges for the service and that they will be carrying out a consultation with town and parish councils with a view to increasing charges from 1st April 2021
6. **Grant Applications** – To note the funds available within the grant budget for the financial year 2019/20 and to consider the following grant requests, see report:
 - 6.1 **Ockment Centre Work Club** – Consideration of a request for a grant of £497 for the purchase of a laptop for the work club users
 - 6.2 **Wren Music** – Consideration of a request for a grant of £500 towards the cost of running the Lantern Procession Event in 2020

- 6.3 **Citizens Advice TNMWD** – Consideration of a request for a grant of £4,000 to support the work of the group in Okehampton.
 - 6.4 **OCRA** - Consideration of request for a grant of £500 towards the cost of a Fields in Trust event and the Sport and Fitness festival in 2020
 - 6.5 **Okehampton Parkrun** – Consideration of a request for a grant of £500 towards the start-up fee
 - 6.6 **Devon Development Education** – Consideration of a request for a grant of £350 towards the cost of the purchase of exhibition banners and publicity materials
 - 6.7 **Okehampton United Charities** – Consideration of a request for a grant of £5,934 to cover the costs of the provision of allotments, noting that the expenses include one off costs for replacing the raised beds in 2019
 - 6.8 **Tor Support Services** – Consideration of a request of a grant of £500 to assist in the cost of providing counselling sessions for local young people
 - 6.9 **Ockment Centre** – Consideration of a request for a grant of £5,000 to assist with the funding of reception staff salaries
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 31st January 2020 (month 10)
 - 8.3 To approve payment of invoices as per the schedule
9. **Pay Scales and Allowances** – If received, to approve the pay scales and allowances for 2020/21 as agreed by the National Joint Council for Local Government Services, and as applicable to staff scale points for implementation from 1st April 2020
10. **Annual Subscriptions** – Review and consideration of renewal of annual subscriptions
11. **Regular Direct Debits, Standing Orders and BACS Transactions** – Annual review and consideration of the regular payments
12. **Insurance** – To note that the annual pre-renewal review meeting of the council insurance policy for 1st April 2020 to 31st March 2021, has taken place, noting that this is the final year of the 3 year agreement.
13. **Policies and Documents**
- 13.1 For consideration and recommendation to full Council for ratification:
 - Health & Safety Policy
 - Hosting of Foreign Visitors at the Request of Local Organisations/Charities
 - Lone Working Policy
 - Tree Policy (Planning Committee)
14. **Reports of Council Working/Task & Finish Groups** – To consider, note reports and resolve any action required:
- 14.1 **Anniversaries of Markets, Fairs and Charters** – Cllrs Marsh, Tucker and Holt
 - 14.2 **Investment** - Cllrs Leech, Tolley and Vachon –
 - 14.3 **IT Systems Review** – Cllrs Goffey, Ireland, Jessop and Tolley – To receive a report and resolve to approve recommendations of the group
 - 14.4 **VE Day and VJ Day 75th Anniversary in 2020** – Cllrs Ireland, Jessop, Sanger, Tucker –

15. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
 - 15.1 **Citizens Advice** - Cllr Button
 - 15.2 **DALC, Larger Councils Sub-Committee** – Cllr Tolley & Town Clerk
 - 15.3 **Fairtrade** - Cllr Button
 - 15.4 **Okehampton & District Community Transport Group** - Cllr Leech
 - 15.5 **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.'

16. **Outstanding Balances** – To receive details of outstanding balances and resolve any action required
17. **Staffing Matters** – To receive and consider a report from the Clerk
18. **Clerks Appraisal** – To receive and consider a report from the appraisers; Cllr's Yelland and Tolley