



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

11th May 2020

Dear Councillor

You are summoned to attend a remote meeting of the Policy and Resources Committee to be held on Monday 18th May 2020 at 7.00pm.

Members of the public and press are welcome to remotely attend and should contact the Town Clerk for details of how they can do so.

Committee Membership consists of the following, other Members may attend but are unable to vote and are required to leave the meeting for staffing related items of business:

Cllr Tolley (Chairman)
Cllr Tucker (Vice-Chairman)
Cllr Button
Cllr Sanger

Cllr Yelland (Mayor)
Cllr Goffey (Chairman, Property)
Cllr Leech (Chairman, Planning)
Cllr Marsh (Chairman, Parks)

Joining Information

By Internet

<https://us02web.zoom.us/j/86392023540>

Meeting ID: 863 9202 3540
Password: 930230

Dial in by phone

0203 481 5237 United Kingdom
0203 481 5240 United Kingdom

Meeting ID: 863 9202 3540
Password: 930230

Yours faithfully

E James

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 and approve of the Policy and Resources Committee meeting held on 16th March 2020 for signing at a later date
5. **Grant Applications** – None
6. **Grant Awarded Feedback** – None
7. **Coronavirus Response and Recovery Fund Grant Received** – To receive an update on expenditure of the £500 grant received
8. **COVID-19 Grant Funding Applications** – To received details of applications received and delegated decisions made by the Clerk and Chairman of Policy & Resources Committee or the Mayor
9. **Finances**
 - 9.1 To consider, agree and adopt the management accounts (as circulated) for month ended 31st March 2020 (month 12)
 - 9.2 To undertake a review of the Council's Reserves as of 31st March 2020 and consideration of resolutions to make adjustments by virement in line with policy and initiatives, taking into consideration the COVID-19 pandemic
 - 9.3 To approve payment of invoices as per the schedule
10. **Holding of Funding for COVID-19 Response/Support Groups** – To resolve to approve that, if requested, the Council hold funds for any Okehampton town based COVID-19 response or support groups that do not have a bank account
11. **Pay Scales and Allowances** – To receive an update and if received, to resolve 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 to be backdated to 1st April 2020
12. **Policies and Documents** - For consideration and recommendation to full Council for ratification:
 - Financial Regulations
 - Financial Risk Assessment
 - Freedom of Information Publication Scheme
 - Investment Strategy
 - Internal Control Statement
 - Reserves Policy
 - Strategic Plan 2019-2023:
 - Community

- Economy
- Environment

13. **Reports of Council Working/Task & Finish Groups** – To note that all group activity has been paused
- 13.1 **Anniversaries of Markets, Fairs and Charters** – Cllrs Marsh, Tucker and Holt
- 13.2 **Investment** - Cllrs Leech and Tolley
- 13.3 **IT Systems Review** – Cllrs Goffey, Ireland, Jessop and Tolley
- 13.4 **VE Day and VJ Day 75th Anniversary in 2020** – Cllrs Ireland, Jessop, Sanger and 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

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. **Outstanding Balances** – To receive details of outstanding balances and resolve any action required
16. **Staffing Matters** – To receive an update from the Clerk in relation to the upcoming vacancy and any other matters as necessary