



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

8th June 2020

Dear Councillor

You are summoned to attend a remote meeting of the Policy and Resources Committee to be held on Monday 15th June 2020 at 7.00pm.

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 Instructions

<https://us02web.zoom.us/j/82146954594>

Meeting ID: 821 4695 4594
Password: 550325

Dial by your location
0203 481 5237 United Kingdom
0203 481 5240 United Kingdom

Meeting ID: 821 4695 4594
Password: 550325

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, and approve minutes of the Policy and Resources Committee meeting held on 18th May 2020, to be signed at a later date
5. **Grant Applications** – To consider the following grant requests:
 - 5.1 Meldon Viaduct Company Ltd for a grant of £500 towards the Trust's repairs and renewals fund for 2020/21
6. **Grant Awarded Feedback** – To note feedback received from:
 - Museum of Dartmoor Life for the grants awarded to them and the Tourist Information Facility
7. **COVID-19 Grant Funding Applications** – To receive details of applications received and delegated decisions made
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 April 2020 (month 1)
 - 8.3 To approve payment of invoices as per the schedule and to resolve to approve the payments made on the schedule of payments dated 8th June 2020
9. **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
10. **Vacancies** – To note that the Admin Officer vacancy is about to be advertised along with that of the Councillor vacancy
11. **Policies and Documents** - For consideration and recommendation to full Council for ratification:
 - COVID19 Grant Policy and Application Form
 - Data Security Breach Response Policy & Procedure
 - Privacy Notices x 2
 - Privacy Policy
 - Subject Access Request Policy
12. **Reports of Council Working/Task & Finish Groups** – To note that some group activity has been paused
 - 12.1 **Anniversaries of Markets, Fairs and Charters** – Cllrs Marsh, Tucker and Holt

- 12.2 **Investment** - Cllrs Leech and Tolley
- 12.3 **IT Systems Review** – Cllrs Goffey, Ireland, Jessop and Tolley
- 12.4 **VE Day and VJ Day 75th Anniversary in 2020** – Cllrs Ireland, Jessop, Sanger and Tucker

- 13. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council

- 13.1 **Citizens Advice** - Cllr Button

- 13.2 **DALC, Larger Councils Sub-Committee** – Cllr Tolley & Town Clerk

- 13.3 **Fairtrade** - Cllr Button

- 13.4 **Okehampton & District Community Transport Group** - Cllr Leech

- 13.5 **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.'

- 14. **Outstanding Balances** – To receive details of outstanding balances and resolve any action required