



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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townclerk@okehampton.gov.uk

Emma James
Town Clerk

6th July 2020

Dear Councillor

You are summoned to attend a remote meeting of the Policy and Resources Committee to be held on Monday 13th July 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 Travers

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

Joining Instructions

<https://us02web.zoom.us/j/85868672415>

Meeting ID: 858 6867 2415

Password: 207874

Dial by your location

0131 460 1196 United Kingdom

0203 051 2874 United Kingdom

Meeting ID: 858 6867 2415

Password: 207874

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 15th June 2020, to be signed at a later date
5. **Grant Applications** – None
6. **Grant Awarded Feedback** – None
7. **COVID-19 Grant Funding Applications** – None
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 May 2020 (month 2)
 - 8.3 To approve payment of invoices as per the schedule dated 13th July 2020
9. **Policies and Documents** - For consideration and recommendation to full Council for ratification:
 - Uniform Policy for Employees
10. **Internal Auditor** – To note that IAC Audit and Consultancy Ltd was appointed in July 2019 for a 3 year period and will therefore continue to undertake the service for the Council for the remaining 2 years; 2020/21 and 2021/22
11. **Admin Officer Vacancy** – To note that the closing date for applications is 24th July 2020 and that the recruitment panel will consist of 2 Members of the Personnel Sub-Committee (Cllrs Tolley and Marsh or Goffey) and the Clerk in line with the Terms of Reference. The Panel will report its recommendation to the Committee in August
12. **Reports of Council Working/Task & Finish Groups** – To receive reports and resolve action as necessary, noting that some group activity has been paused
 - 12.1 **Anniversaries of Markets, Fairs and Charters** – Cllrs Marsh, Tucker and Holt – To resolve to approve the dissolution of the group and reinstatement in autumn 2021 for consideration of an event in 2022
 - 12.2 **Investment** - Cllrs Leech and Tolley – On hold
 - 12.3 **IT Systems Review** – Cllrs Goffey, Ireland, Jessop and Tolley – See report for consideration under Part 2
 - 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
15. **IT Systems Review** – To consider the previously circulated report and to resolve to approve recommendations