



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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townclerk@okehampton.gov.uk

Emma James
Town Clerk

27th August 2020

Dear Councillor

You are summoned to attend a remote meeting of the Policy and Resources Committee to be held on Monday 14th September 2020 at 7.00pm (or the arising of the Personnel Sub-Committee Meeting, whichever later).

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

Cllr Tolley (Chairman)
Cllr Button
Cllr Sanger
Cllr Travers

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

Join Zoom Meeting

<https://us02web.zoom.us/j/83889373987>

Meeting ID: 838 8937 3987

Passcode: 763267

By Phone

0203 481 5240 United Kingdom

0203 901 7895 United Kingdom

0131 460 1196 United Kingdom

Meeting ID: 838 8937 3987

Passcode: 763267

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 minutes of the Policy and Resources Committee meeting held on 10th August 2020, to be signed at a later date
5. **Matters Arising** - None
6. **Grant Applications** – To consider the following applications for a grant:
7. **Grant Awarded Feedback** – None
8. **COVID-19 Grant Funding Applications** – None
9. **Staffing Matters**
 - 9.1 **Admin Officer and Mayor's Assistant Appointment** – To note that Mrs A Horn comment employment with the Council on 14th September
 - 9.2 **Staff Meeting** – To consider and resolve to approve a request by the Clerk for funding to hold a staff meeting to include refreshments in the Pavilion at an approximate cost of £50
10. **Finances**
 - 10.1 Cllr Marsh to report upon recently undertaken Councillor audit of the bank reconciliations, and online payments made since the last report
 - 10.2 To consider, agree and adopt the management accounts (as circulated) for month ended 31st July 2020 (month 4)
 - 10.3 To resolve to approve the payment schedule
11. **Reports of Council Working/Task & Finish Groups** – To receive reports and resolve action as necessary, noting that some group activity has been paused
 - 11.1 **Investment** - Cllrs Leech and Tolley – On hold
 - 11.2 **IT Systems Review** – Cllrs Goffey, Ireland, Jessop and Tolley –
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** –

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. **Outstanding Balances** – To receive details of outstanding balances
14. **2020/21 Pay Award** – To note the conclusion and outcome of the 2020/21 NJC Pay Award negotiations and resolve to approve:
 - 14.1 The inclusion of the award in the September payroll, backdated to 1st April 2020 as contractually obligated, and
 - 14.2 A pay award for the member of staff not on the NJC pay scales to be backdated to 1st April 2020
15. **Training Request** – To consider a request from the Clerk and the recommendations of the Personnel Sub-Committee