



Okehampton Town Council

2nd November 2020

Dear Councillor

You are summoned to attend a remote meeting of the Policy & Resources Committee to be held on Monday 9th November 2020 at 7pm.

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/83537959746>

Meeting ID: 835 3795 9746
Passcode: 704073

Dial by your location
0203 901 7895 United Kingdom
0203 051 2874 United Kingdom
0203 481 5237 United Kingdom
Meeting ID: 835 3795 9746
Passcode: 704073

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 & Resources Committee meeting held on 12th October 2020 taking into consideration a request for an amendment by Cllr Wood, to be signed at a later date
5. **Matters Arising** - None
6. **Grant Applications** – None
7. **Grant Awarded Feedback** – To note feedback received from Okehampton Carnival Committee
8. **COVID-19 Grant Funding Applications** – None
9. **Finances**
 - 9.1 Cllr Marsh to report upon recently undertaken Councillor audit of the bank reconciliations, and online payments made since the last report
 - 9.2 To consider, agree and adopt the management accounts (as circulated) for month ended 30th September 2020 (month 6)
 - 9.3 To resolve to approve the payment schedule
10. **Budget 2021/22** - To consider projects and particular purchases for inclusion in the first draft of the budget for the financial year 2021/22 and the initial draft V1.
11. **Renewal of the Finance Software Package** – To resolve to approve the renewal of the Rialtas finance management software maintenance and support package for 2021/22 at the sum of £1,859 which includes the Year End work, noting that prices are being held at the 2020/21 rates
12. **Disposal of IT Equipment** – To resolve to approve the disposal of equipment
13. **Reports of Council Working/Task & Finish Groups** – To receive reports and resolve action as necessary
 - 13.1 **Investment** - Cllrs Leech and Tolley – To receive an update
 - 13.2 **IT Systems Review** – Cllrs Goffey, Ireland, Jessop and Tolley – to receive an update
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 Wood

14.6 WDBC Cluster Group for Emergencies – Cllr Button

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

16. Staffing Matters – To resolve to approve a recommendation by the Clerk in relation to pay