



Okehampton Town Council

1st April 2021

Dear Councillor

You are summoned to attend a remote meeting of the Policy & Resources Committee to be held on Monday 12th April 2021 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 Sanger (Vice-Chairman)
Cllr Button
Cllr Matravers
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/85367132821>

Meeting ID: 853 6713 2821

Passcode: 411279

Dial by your location

0203 901 7895 United Kingdom

0131 460 1196 United Kingdom

Meeting ID: 853 6713 2821

Passcode: 411279

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.

- Apologies for Absence** - To receive apologies from those Members unable to attend
- 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 meetings held on 8th March 2021, 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 received
8. **COVID-19 Grant Funding Applications** – None
9. **Finances**
 - 9.1 Cllr Marsh to report upon recently undertaken Councillor audit of the bank reconciliations, online payments and Lloyds Debit Card transactions made since the last report
 - 9.2 To consider, agree and adopt the management accounts (as circulated) for month ended 28th February 2021 (month 11)
 - 9.3 To resolve to approve the payment schedule
10. **Policies and Documents** - For consideration and recommendation to full Council for ratification:
 - Internal Control Statement
11. **Reports of Council Working/Task & Finish Groups** – To receive reports and resolve action as necessary
 - 11.1 **Investment** - Cllrs Leech and Tolley
 - 11.2 **IT Systems Review** – Cllrs Goffey, Ireland, Jessop and Tolley
 - 11.3 **Queens Platinum Jubilee, 2022** – Cllrs Marsh, Wood and Yelland
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** – Cllr Wood
 - 12.6 **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.'

13. **Outstanding Balances** – To receive details of outstanding balances
14. **Staffing Matters** –
 - 14.1 To receive and consider a report from the Clerk following recent staff annual appraisals
 - 14.2 To receive and consider a report from Cllrs Yelland and Tolley following the Clerk's annual appraisal