



Okehampton Town Council

10th May 2021

Dear Councillor

You are summoned to attend a meeting of the Policy & Resources Committee to be held on Monday 17th May 2021 at 7pm in the Charter Hall, Market Street, Okehampton.

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 Sanger (Chairman)
Cllr Matravers (Vice-Chairman)
Cllr Button
Cllr Goffey
Cllr Marsh
Cllr Yelland

Cllr Tolley (Mayor)
Cllr Wood (Chairman, Property)
Cllr Ireland (Chairman, Planning)
Cllr Travers (Chairman, Parks)

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 approve and sign minutes of the Policy & Resources Committee meeting held on 22nd April 2021.
6. **Grant Applications** – To consider the following applications for a grant:
 - 6.1 **Okey Music Day** – For a grant of £500 towards promotion of the events and the running costs
 - 6.2 **Museum of Dartmoor Life** – For a grant of £3,500 for support towards the maintenance of the museum and £1,500 to assist with the running of the tourist information facility.

7. **Finances**
- 7.1 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.
- 7.2 To consider, agree and adopt the management accounts (as circulated) for month ended 31st March (month 12) 2021.
- 7.3 To resolve to approve the payment schedule and payments made in the absence of recent meetings.
8. **Internal Audit** – To note that the audit is taking place on 20th May 2021.
9. **Policies and Documents** - For consideration and recommendation to full Council for ratification:
- Developer Engagement Policy (Planning) – recommended by the Planning Committee
 - Financial Regulations
 - Financial Risk Assessment
 - Investment Strategy
 - Reserves Policy
 - General Privacy Notice
 - Privacy Notice (for Staff, Councillors and Role Holders)
 - Privacy Policy
10. **Reports of Council Working/Task & Finish Groups** – To receive reports and resolve action as necessary
- 10.1 **Investment** - Cllrs Leech and Tolley
- 10.2 **Queens Platinum Jubilee and Celebrations, 2022** – Cllrs Marsh, Wood and Yelland
11. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
- 11.1 **Citizens Advice** - Cllr Abbots
- 11.2 **DALC, Larger Councils Sub-Committee** – Cllr Sanger & Town Clerk
- 11.3 **Fairtrade** - Cllr Button
- 11.4 **Okehampton & District Community Transport Group** - Cllr Leech
- 11.5 **Twinning Association** – Cllr Wood
- 11.6 **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.'

12. **CCTV Monitoring and Data Management Agreement and Documentation** - For consideration and recommendation to full Council for ratification, subject to confirmation of the system installation:
- Data Processing Agreement
 - Agreement for the Provision of Monitoring and Data Management Service
 - Subject Access Request Form
 - Data Protection and Privacy Impact Assessment
13. **Outstanding Balances** – To receive details of outstanding balances
14. **Staffing Matters** – To consider recommendations from the Clerk in relation to the apprenticeship