



Okehampton Town Council

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Paul R Snell
Town Clerk

5 January 2016

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 11 January 2016 at 7.00 pm in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

Paul R Snell
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 and Resources Committee meeting held on 21 December 2015.
- 5. Matters Arising** - Matters arising from the previous meeting:

6. **Budget 2016-17** - Consideration of draft budget and recommendations to full Council on budget and precept for the financial year commencing 1 April 2016.
7. **Grant Applications** - None received.
8. **Grant Acknowledgements, Feedback Forms Received and Unclaimed Grants** - Nothing to report.
9. **Role Description - Support Archivist** - To consider and agree a draft role description for volunteer Support Archivist (draft attached).
10. **Audit matters** -
 - 10.1 To note that the Audit Commission closed in 2015 and arrangements are being made for a new collective procurement scheme through Public Sector Audit Appointments Ltd. To recommend that the Town Council remains with the collective procurement scheme, pending publication of details of the new scheme.
 - 10.2 To consider re-appointment of South & West Internal Auditor as Internal Auditor for a further period of 3 years commencing 1 April 2016.
11. **Occupational Health Services** - To note that occupational health services will no longer be provided by Devon County Council (DCC) after 31 March 2016. A new provider has been appointed by DCC. To consider permission to transfer any staff medical documents held to Industrial, Medical and Safety Services Ltd (IMASS) for the purpose of future referrals.
12. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council.
 - (i) Chamber of Trade - Councillor Mrs Marsh.
 - (ii) CAB - Councillor Leech.
 - (iii) DALC - County Committee - Councillor Mrs Marsh
 - (iv) DALC - Larger Councils Sub-Committee - Councillor Stephens & Town Clerk
 - (v) Fairtrade - Councillor Mrs Cushing.
 - (vi) Okehampton Carnival Committee - Councillor Mrs Yelland.
 - (vii) Okehampton College Community Forum - Councillor Leech.
 - (viii) Okehampton & District Community Transport Group - Councillor Leech.