



*Okehampton Town Council*

Town Hall  
Fore Street  
Okehampton  
Devon  
EX20 1AA

T: 01837 53179  
E: [townclerk@okehampton.gov.uk](mailto:townclerk@okehampton.gov.uk)

Paul R Snell  
Town Clerk

15 February 2016

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 22 February 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 11 January 2016.
- 5. Matters Arising** - Matters arising from the previous meeting:

6. **TAP Fund Application** - To consider a request for support as a collaborating council. Okehampton Hamlets Parish Council sponsoring West Devon Citizens Advice organisation of a community information day on 14 April 2016.
7. **Grant Applications** - To receive and consider applications for financial assistance from the following organisations:
  - 7.1 **Okehampton and District Duke of Edinburgh's Award Committee** - Request for a grant of £500 to support the cost of leader training, first aid kits and insurance.
  - 7.2 **Okehampton Fairtrade Group** - Request for grant of £150 to fund a Fairtrade Schools conference at Okehampton College in Fairtrade Fortnight.
  - 7.3 **Citizens Advice** - Request for Torridge, North Mid and West Devon Citizens Advice for consideration of a grant of £4,000 to support the work of the Okehampton office.
  - 7.4 **Okehampton Detachment Army Cadet Force** - Request for a grant of £500 to purchase camping equipment.
  - 7.5 **WREN Music** - Request for a grant of £500 towards purchase of a trailer to transport staging blocks for performance.
  - 7.6 **Ockment Centre** - Request for a grant of £5,000 to support the running costs of the centre.
8. **Finances - Management Accounts** - To consider, agree and adopt the management accounts (as circulated) for month ended 31 December 2015 and 31 January 2016.
9. **Review of Policies** - To review and recommend to the full Council:
  - (i) Risk Assessment Management
  - (ii) Statement of internal control
  - (iii) Investment strategy
  - (iv) Council Standing OrdersTo convene a working group to review:
  - (v) Grant Application Terms and Conditions
  - (vi) Disciplinary and Grievance Policy
10. **Town Council Membership Subscriptions** - Consideration of renewal of annual subscriptions: DALC, SLCC and Chamber of Trade.
11. **Annual West Devon Mayoral Awards** - To consider Council nominations for any of the categories of awards noting deadline for submission 29 February 2016.
12. **Allowance** - To review and make recommendation on the Mayor's Allowance for the Mayoral Year 16-17.
13. **Discussion Topic** - Introduction of Honorary Awards additional to the Annual Mayor's Awards. Clerk to report on legislative basis.

14. **Discussion Topic** - Income generation. To consider ways of increasing council income from assets. To consider establishing a working group to take this forward. Chairman to introduce.
15. **Councillor and Staff Training** - To note the following training/courses scheduled or undertaken:
- LGA Leadership Programme for Town and Parish Councillors
  - Operational Playground Inspection Course
  - Chainsaw Refresher Course
  - SLCC Regional Roadshow
16. **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.

## **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.'

17. **Debtors Outstanding** - Clerk to report.