



Okehampton Town Council

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Paul R Snell
Town Clerk

7 June 2016

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 13 June 2016 at 8.00 pm (or at the rising of the Property Committee, whichever the later) in the Council Chamber, Town Hall, Okehampton.

Yours faithfully,

Paul R Snell
Town Clerk

AMENDED 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 meetings held on 18 April 2016.
5. **Matters Arising** – Matters arising from the previous meeting:
 - 5.1 Income Generation Working Group

5.2 Policy Reviews Working Group

6. **Grant Applications** - To receive and consider applications for financial assistance from the following organisations:
 - 6.1 **Okehampton District Community Transport Group** – Request for a grant of £2605 to support the provision of transport services (particularly elderly and disabled).
 - 6.2 **Meldon Viaduct Company Ltd** – Request for a grant of £500 towards the Trust's repairs and renewals fund for 16/17.
 - 6.3 **Wren Music** – Request for a grant of £500 to help promote the Baring-Gould Folk Weekend and subsidise the cost of bringing professional folk artists to the town.
 - 6.4 **Okehampton United Charities** – Request for a grant to support the costs of managing the allotments.
 - 6.5 **Okehampton Community Archive** – Request for a grant of £250 to purchase mounting boards for displays.
7. **Feedback and Acknowledgements from Grants Awarded**
 - Citizens Advice T,N,M&WD
 - Okehampton Rugby Football Club
8. **Finances** –
 - 8.1 **Management Accounts** - To consider, agree and adopt the management accounts (as circulated) for month ended 30 April 2016.
 - 8.2 **Annual Accounts** – To consider and recommend to the full Council the Annual Return for the year ended 31 March 2016 together with the report from the Internal Auditor.
 - 8.3 **Smaller Authorities' Audit Appointments** – procurement process to appoint external auditors progressing. Clerk to report.
9. **Okehampton Remembers** – Request from the Project Team that Okehampton Town Council act as 'accountable body' on their behalf.
10. **Town Marketing** – To consider a proposal from Visit Dartmoor for advertising on Visit Dartmoor website. (Councillors Marsh/Goffey)
11. **Simmons Car Park Business Rates** – Clerk to report.
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 & 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.’

13. Staff salaries and wages - To note the new NJC pay scales for 2016-17 to be implemented immediately and backdated to 1 April 2016; to confirm local implementation of the above and to consider and confirm advancement of the Clerk’s grade by one Spine Point with effect from 1 April 2016.

14. Debts outstanding for more than 3 months – Clerk to report.