



Okehampton Town Council

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Paul R Snell
Town Clerk

11 July 2016

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 18 July 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 13 June 2016.
- 5. Matters Arising** - Matters arising from the previous meeting:
 - 5.1** Income Generation Working Group
 - 5.2** West Devon TAP offer agreement

6. **Grant Applications** - To receive and consider applications for financial assistance from the following organisations:
 - 6.1 **Okehampton District Community Transport Group** - Further information received in support of request for a grant of £2605 to support the provision of transport services (particularly elderly and disabled).
 - 6.2 **OCRA** - Request for a grant of £1000 towards Okehampton Sports and Fitness Festival 2016. (Note. This application was received on 7 July, but had apparently originally been emailed on 28 May, prior to the event.)
7. **Feedback and Acknowledgements from Grants Awarded**
8. **Finances** -
 - 8.1 **Management Accounts** - To consider, agree and adopt the management accounts (as circulated) for month ended 31 May and 30 June 2016.
 - 8.2 **Signatories to the accounts** - For purposes of recent documentation, to confirm additional signatories to the Council's accounts (currently Nat West and Nationwide Building Society):
Councillors Stephens, Tolley and Yelland
(Existing signatories to NatWest are Councillors Cummings, Goffey, Ireland, Leech Marsh and Weekes)
 - 8.3 **Consideration of additional bank or deposit accounts** - Clerk to report
9. **Policies Working Group** - To consider and recommend for adoption the following revised draft policies:
 - a. Discipline Procedure and Grievance Policy (subject to staff consultation)
 - b. Grants Policy and application form
 - c. Financial Risk Assessment
10. **Commemorative Mugs Reserve** - The Mayor to introduce proposal to set up reserve for future purchase of commemorative mugs for Okehampton Primary School children.
11. **Report - Town Centre CCTV Project** - Councillor Leech to report on research and findings for new CCTV system for town centre.
12. **Okehampton Street Pastor Initiative** - Councillor Yelland to introduce and request Town Council support in principle.
13. **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.’

14. **Staff salaries** - Clerk’s salary and CiLCA 2015 registration.
15. **Debts outstanding for more than 3 months** - Clerk to report.