



Okehampton Town Council

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Paul R Snell
Town Clerk

8 August 2016

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 15 August 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** -
 - 2.1** Okehampton Fairtrade Group - Presentation by Cynthia Higbee and Angela Welch
 - 2.2** 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 July 2016.
- 5. Matters Arising** - Matters arising from the previous meeting:

6. **Grant Applications** - To receive and consider applications for financial assistance from the following organisations:
 - 6.1 **Dartmoor Museum Association** - Request for the Town Council's continuing support for Museum of Dartmoor Life (£3,500 grant) with an additional £1,500 to support the continued operation of the Tourist Information Facility at the Museum (consistent with the support previously made to WDBC for support of same).
 - 6.2 **2443 (Okehampton) Squadron ATC** - Request for a grant of £500 towards the cost of purchasing adventure training clothing.
7. **Feedback and Acknowledgements from Grants Awarded**
8. **Finances** - To consider, agree and adopt the management accounts (as circulated) for month ended 31 July 2016.
9. **Okehampton Fairtrade Group** - To consider support for Okehampton Fairtrade Town renewal and funding for Fairtrade town signage (Councillor Cushing to introduce).
10. **Parking Arrangement with White Hart** - The Mayor to report back on proposal for Simmons Car Park arrangement with White Hart.
11. **HR Policies** - To reconvene a Policies Working Group to review HR policies in sequence: Absence, Equality & Diversity, Bullying & Harassment, Computer Use etc.
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 qualifications** - CiLCA (2015) registration.
14. **Conditions** - To consider periodic review of Clerk's workload.
15. **Debts outstanding for more than 3 months** - Clerk to report.