



Okehampton Town Council

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Paul R Snell
Town Clerk

6 February 2017

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 13 February 2017 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 meetings held on 9 and 30 January 2017.
5. **Matters Arising** - Matters arising from the previous meeting:
 - 5.1 Putting Green Project
 - 5.2 Pensions Regulator - necessary registration procedures completed
 - 5.3 Receipt of flag for Commonwealth Day - 13 March 2017

6. **Grant Applications** - To receive and consider applications for financial assistance from the following organisations:
 - 6.1 **Okehampton Battle of the Bands** - Request a total grant of £1,000 to contribute to the cost of staging the Party in the Park on 5 August 2017.
 - 6.2 **Torrige, North, Mid & West Devon Citizens Advice** - Request for £4,000 to support the work of Citizens Advice in Okehampton. (Section 137)
7. **Feedback and Acknowledgements from Grants Awarded** -
8. **Finances** -
 - 8.1 To consider, agree and adopt the management accounts (as circulated) for month ended 31 December 2016.
 - 8.2 To agree the Council's membership subscriptions to the following organisations: DALC, SLCC, South West Councils, Okehampton & District Chamber of Trade & Parish Online.
9. **Review of Policies** - To consider, review and recommend to the Council the following policies:
 - 9.1 Financial Regulations
 - 9.2 Financial Risk Assessment Management
 - 9.3 Statement of Internal Control
 - 9.4 Investment Strategy
 - 9.5 Leave Policy
 - 9.6 Absence Management Policy
10. **Office Photocopier** - To consider a replacement supply contract for the office photocopier.
11. **Audit Appointments** - To note that new auditor has been named as PKF Littlejohn for public service smaller councils in this region, commencing FY 2017-18. To further note that the current internal auditor is no longer able to continue work and to convene a working group to select a new internal auditor.
12. **CCTV - Town Study** - Report on developments - Cllr Leech.
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) Citizens Advice - 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. Debts outstanding for more than 3 months - Clerk to report.