



Okehampton Town Council

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Emma James
Town Clerk

9th October 2017

Dear Councillor

You are summoned to attend a meeting of the Policy and Resources Committee to be held on Monday 16th October 2017 at 7.00pm in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

Emma James
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 18th September 2017.
5. **Grant Applications** - To receive and consider applications for financial assistance from the following organisations:
 - 5.1 **Okehampton Carnival Committee** – Request for grant of £1000 to contribute to the annual town carnival costs, including insurance, first aid cover etc

- 5.2 **Ockment Centre** – Request for a grant of £5000 to assist with staffing of the reception.
6. **Grant Feedback Form** - To note the feedback form from:
- 6.1 from Okehampton United Charity
- 6.2 Certificate of appreciation from Pete's Dragons
7. **Finances** – To consider, agree and adopt the management accounts (as circulated) for months ended 30th June and 30th September 2017.
8. **Internal Auditor** – Clerk to report following the internal auditors visit
9. **Training Budget** - Asbestos training costs to be advised by the Clerk
10. **Policies and Documents** – Review of the policies:
- 10.1 For recommendation to full Council for ratification following staff consultation:
- Equal Opportunities
- 10.2 For recommendation to full council:
- Freedom of Information, Publication Scheme
11. **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 –
- (iv) DALC – Larger Councils Sub-Committee – Councillor Mrs Yelland & Town Clerk
- (v) Fairtrade - Councillor Mrs Cushing
- (vi) 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.'

12. **Debtors Outstanding** – Report