

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 18th December 2017 at 7.27pm in the Council Chamber,
Town Hall, Okehampton**

Committee Members Present: Councillor Mrs J Yelland (Chairman)
Councillor Mrs V Cushing
Councillor T Leech (Chairman, Planning)
Councillor Mrs J Goffey (Mayor)
Councillor P Vachon
Councillor Mrs C Marsh (Chairman, Parks)
Councillor B Tolley
Councillor D Weekes (Chairman, Property)

Other Members Present: Councillor Miss C Holt
Councillor Mrs J Carpenter
Councillor Dr M Ireland

In Attendance: Mrs E James (Town Clerk)

		Action
435	<u>Declarations of Interest</u> – None	
436	<u>Apologies for Absence</u> – Cllr's Cummings, Marsh and Parkins	
437	<u>Deferment of Business</u> – None	
438	<u>Members' Questions</u> – None	
439	<u>Minutes</u> – the minutes of the Policy and Resources Committee meetings held on 13 th November and 4 th December 2017 were APPROVED and signed by the Chairman on the proposition of Cllr Vachon, seconded by Cllr Goffey.	
440	<u>Grant Applications</u> – The Committee considered the following applications for Town Council grants: Cllr Yelland reported that Grant Policy stipulated that only one grant from a group/organisation could be considered in any financial year. North Dartmoor Search & Rescue Team had been contacted and had requested that the grant application for torches be considered and had withdrawn the other application. Cllr's Vachon and Ireland declared personal interests in Min Ref's 440.2 and 440.3, and Cllr Tolley a personal interest in Min Ref 440.1.	
440.1	Okehampton PADS – On the proposition of Cllr Leech, seconded Cllr Vachon, (1 abstention) it was RESOLVED to award a grant of £500 towards the purchase of defibrillators for the town.	Clerk
440.2	Dartmoor Resonance Music Festival 2018 – Concern was expressed regarding the costs associated with the running of the festival. On the proposition of Cllr Leech, seconded by Cllr Goffey, it was RESOLVED to award a grant of £500 towards the running of the Okehampton based events rather than the requested £2000.	

On the proposition of Cllr Leech, seconded by Cllr Tolley, it was further RESOLVED to hold payment of the grant until it was confirmed that the event would be going ahead. <i>(Cllr Rush left the meeting)</i>	Clerk
440.3 North Dartmoor Search and Rescue Team (Okehampton) – On the proposition of Cllr Goffey, seconded by Cllr Leech, (2 abstentions) it was RESOLVED to award a grant of £500 for the purchase of new search torches.	Clerk
440.4 North Dartmoor Search and Rescue Team (Okehampton) – Application for a grant for the purchase of helmets had been withdrawn.	
440.5 Donation to Royal British Legion Poppy Appeal – Cllr Weekes declared an interest. On the proposition of Cllr Leech, seconded by Cllr Tolley, (1 abstention) it was RESOLVED to give a donation of £50 to the appeal for a wreath for the 2018 Remembrance Service. (S.137 spend)	
441 <u>Grant Feedback</u> – Feedback received from Wren Music and the Ockment Community Centre was noted by the Committee.	
442 <u>Grant Received</u> – The Committee noted the receipt of a grant from Okehampton United Charities, to whom thanks was expressed, in the sum of £4397.87 to enable the Town Council to purchase road closure barriers and signs. Requirement for sand bags to hold them down to be investigated.	Clerk
443 <u>Finances</u> - The management accounts for the months ended 31st October and 30th November 2017 were APPROVED on the proposition of Cllr Vachon, seconded by Cllr Tolley.	
444 <u>Bank Closure</u> – The Clerk reported on the impact the closure of the Okehampton branch of the NatWest Bank on 31st May 2018 would have on the Council. Investigation into the possibility of changing banks and alternative storage of items to be undertaken by the Clerk.	Clerk
445 <u>Bank Signatories</u> – On the proposition of Cllr Leech, seconded by Cllr Goffey, it was RESOLVED to add Cllr's Yelland and Tolley as signatories to the NatWest Bank accounts and the required forms were signed.	
446 <u>2018/19 Budget</u> – To be discussed under Part 2.	
447 <u>External Auditor</u> – The Council's external auditor for 2017/18, PFK Littlejohn LLP, was noted. Any member with a potential conflict of interest relating to the auditor, ie if a member is related to an employee of the auditor, should advise the Town Clerk as soon as possible.	
448 <u>Review of Policies and Documents</u> –	
448.1 Appraisal/Performance Development Review Form - On the proposition of Cllr Weekes, seconded by Cllr Leech, it was resolved that the policy be recommended to Full Council for approval following staff consultation.	Clerk
448.2 Financial Regulations - On the proposition of Cllr Leech, seconded by	

Cllr Weekes, it was resolved that the policy be recommended to Full Council for approval following amendments as discussed and the inclusion of item 1.10 from the existing version of the Financial Regulations.

The Clerk outlined items that would need to be considered and actions implemented to ensure compliance with the regulations and that Standing Orders needed to be amended to reflect Item 11.1b of the Regulations.

Clerk

Health & Safety Policy - On the proposition of Cllr Goffey, seconded by Cllr Vachon, it was resolved that the policy be recommended to Full Council for approval following amendment to item 3.1 to include the Charter Hall kitchen.

Clerk

448.3 The Committee noted the documents and policies that required reviewing, Policy Working Group to convene;

- Asbestos Policy
- Complaints Policy
- Lone Working Policy
- Stranding Orders as Min Ref 448.2, Financial Regulations

WG/Clerk

449 **Members' Reports and Requests for Agenda Items -**

- (i) Chamber of Trade (Cllr Marsh) – Cllr Goffey reported that a 2nd Food Sunday Market had been held and was very successful. The breakfast meeting earlier in the month had been postponed until January.
- (ii) Citizens Advice (Cllr Leech) – Cllr Leech reported that restructuring was in progress.
- (iii) DALC County Committee – No report
- (iv) DALC Larger Councils Sub-Committee – Neither Cllr Yelland or the Clerk had been able to attend the recent meeting.
- (v) Okehampton Fairtrade Group (Cllr Cushing) – Cllr Cushing reported that Fairtrade Fortnight was being held between 25th February and 11th March 2018. The events included a lunch for speakers and a teatime event for community members. A meeting consisting of Angela Welch, Fairtrade members, Cllr Goffey and the Clerk had been held. It had been agreed the Fairtrade Town logo would be displayed on the Council's website and that Fairtrade tea and coffee would be served where possible at events.
- (vi) Okehampton and District Community Transport Group (Cllr Leech) – No meeting had been held. Cllr Yelland reported that a query regarding the funding for both Okehampton and Tavistock Groups had been raised with WDBC, and it had been ascertained that both groups received the same amount.

PART TWO ITEMS

It was **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 item as it involves the likely disclosure of sensitive and confidential information. Proposed by Cllr Leech, seconded by Cllr Weekes.

450	<u>2018/19 Budget</u> – The Committee noted a staffing matter and ongoing talks regarding a local government pay review for 2018/19 and 2019/20 which could impact upon the budget. Both matters would be further reported on at the next meeting	Action Clerk
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On the proposition of Cllr Goffey, seconded Cllr Leech, it was **RESOLVED** to exit Part Two and ratify decisions made in Part Two.

The meeting was closed at 8.45pm

Cllr Yelland
Chairman

DRAFT