

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 19th February 2018 at 7pm 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)
Councillor T Cummings
Councillor S Parkins

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

In Attendance: Mrs E James (Town Clerk)

	Action
533 <u>Declarations of Interest</u> – None	
534 <u>Apologies for Absence</u> – Cllr Rush	
535 <u>Deferment of Business</u> – None	
536 <u>Members' Questions</u> – None	
537 <u>Minutes</u> – the minutes of the Policy and Resources Committee meeting held on 8 th January 2018 were APPROVED and signed by the Chairman on the proposition of Cllr Goffey, seconded by Cllr Cushing.	
538 <u>Grant Applications</u> – The Committee considered the following applications for Town Council grants:	
538.1 Okehampton District Community Transport Group – It was commented that since the loss of hospital beds in Okehampton the service had experienced a large number of additional requests for transportation. On the proposition of Cllr Goffey, seconded Cllr Leech, it was RESOLVED to award a grant of £2000 to contribute to the cost of running the service for Okehampton residents	
538.2 Okehampton Fairtrade Group – On the proposition of Cllr Goffey, seconded by Cllr Parkins, it was RESOLVED to award a grant of £225 to assist with the funding of events being held during Fairtrade Fortnight.	
538.3 TNMWD CAB – Cllr Yelland declared an interest. On the proposition of Cllr Marsh, seconded by Cllr Ireland, (1 abstention) it was RESOLVED to award a grant of £4000 to contribute to the cost of recruiting and training more volunteers, and to contribute to specialist Universal Credit training for existing advisors.	
538.4 2243 (Okehampton) Sqn ATC – On the proposition of Cllr Cummings,	

seconded by Cllr Weekes, it was **RESOLVED** to award a grant of £500 towards the purchase of a flight simulator for the cadets enabling the learning and understanding of the principles of flight.

- 539 **Finances** - The management accounts for the month ended 31st December 2017 were **APPROVED** on the proposition of Cllr Cushing, seconded by Cllr Cummings.

- 540 **Membership Subscriptions** – On the proposition of Cllr Cummings, seconded by Cllr Goffey, it was **RESOLVED** to re-subscribe to the following services, and that the Park-Keeper be consulted prior to reconfirmation of subscriptions for 2019/20 regarding the benefit of the Horticultural Magazine:

DALC	Parish On-Line
SW Councils	Mace Bearers
Society of Local Council Clerks	Horticultural Magazine
Information Commissioner	Chamber of Trade

- 541 **Bank Closure** – The Clerk reported on investigation into alternative banking options to date. On the proposition of Cllr Marsh, seconded by Cllr Leech, it was **agreed** that:

- NatWest be contacted to establish when the mobile bank would be attending, how long it would be staying and if there would be any restrictions regarding the paying in of cash and cheques
- The pros and cons of internet banking and how this works
- The Committee Chairman (Cllr Yelland) and the Clerk draft a document outlining the practical application of the approval of payments and other necessary aspects as specified in the Financial Regulations
- That a local bank Business Manager be requested to spend a day in the town to enable the Clerk and any other local businesses to make an appointment and/or that the Clerk attend a bank's offices at another branch if necessary

Cllr Yelland
Clerk

- 542 **Review of Policies and Documents** –

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

- Flexible Retirement Policy
- Dispensations Policy

Clerk

- 542.2 **Complaints Policy & Procedure** - On the proposition of Cllr Cummings, seconded by Cllr Weekes, it was **RESOLVED** that the policy be recommended to Full Council for approval.

Lone Working Policy - On the proposition of Cllr Goffey, seconded by Cllr Leech, it was resolved that the policy be recommended to Full Council for approval

- 543 **Personnel Sub-Committee Terms of Reference** – Following the addition of a few words, on the proposition of Cllr Vachon, seconded by Cllr Cummings, it was **RESOLVED** to approve the document.

- 544 **Work Experience** – The Clerk left the meeting for this item of business, the applicant being her daughter.

On the proposition of Cllr Weekes, seconded by Cllr Cummings, it was **RESOLVED** to approve the request by a year 10 student to undertake a week's work experience with the Town Council in July 2018. A meaningful programme of work to be drawn up and a report detailing some feedback on the experience to be requested.

544 Members' Reports and Requests for Agenda Items -

- (i) Chamber of Trade (Cllr Marsh) – Cllr Marsh reported that they were challenging WDBC regarding the legality of the proposed increase of car parking charges. A Food festival was being held in June and the next breakfast meeting was being held on 21st February.
- (ii) Citizens Advice (Cllr Leech) – No items to report
- (iii) DALC County Committee – Clerk to establish the process for nomination of membership to the Committee
- (iv) DALC Larger Councils Sub-Committee – The meeting on 15th February had been attended by Cllr Yelland and the Clerk. Submissions of articles for the Annual Report had been requested by the end of June. It was suggested that Cllr Goffey submit a report regarding the work of the local Parishes Together Group that she had initiated.
- (v) Okehampton Fairtrade Group (Cllr Cushing) – Cllr Cushing reported that Fairtrade Fortnight commenced on 25th February and included an event on 24th February consisting of 12 Fairtrade and local produce stalls. On 5th March a conference was being held at the College in the morning followed by a tea party at Fairplace in the afternoon. Cllr Carpenter was attending a lunch in the Pavilion. It was requested that Fairtrade and locally produced ingredients used in the Civic Dinner were specified on the menus.
- (vi) Okehampton and District Community Transport Group (Cllr Leech) – Cllr Leech reported that that potential future grants from WDBC were being discussed on 20th February.
- (vii) Museum of Dartmoor Life (Cllr Goffey) – The museum would be reopening at the end of March, including Sundays. A new website was in the process of being written which it was hoped would be complete by the opening date.

Clerk

Clerk

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 Cummings.

545 Debtors Outstanding – The resolution regarding the renewal of leases made by the Property Committee on 22nd January was noted as was the current financial situation.

546 Caretaking Arrangements – On the proposition of Cllr Leech, seconded by Cllr Marsh, it was **RESOLVED** to recommend the Job Descriptions and Contracts to Full Council for ratification following the

Action

inclusion of some wording to both job descriptions.

Following consideration of options it was **RESOLVED** to stop a SO payment from commencement of the new contracts and to purchase 2 basic mobile phones with a maximum of £10 monthly contracts for use by the Caretakers.

547 Staff Appraisals – The Clerk reported that all appraisals had been completed.

548 Urgent Items -

Payroll Processing – Alternative suppliers of the service were being investigated

Annual Leave – A review of hours was to be undertaken

549 Staffing Matters – The Clerk left the meeting for the duration of this item of business.

On the proposition of Cllr Leech, seconded by Cllr Weekes, it was **RESOLVED** to rectify a pay discrepancy

On the proposition of Cllr Cummings, seconded by Cllr Leech, it was **RESOLVED** to recommend to Full Council that confirmation of employment be ratified.

On the proposition of Cllr Marsh, seconded by Cllr Weekes, it was **RESOLVED** to award a scale point increment from February 2018 for the successful completion of CiLCA.

On the proposition of Cllr Leech, seconded Cllr Weekes, it was **RESOLVED** to exit Part Two and ratify decisions made in Part Two.

The meeting was closed at 8.20pm

Cllr Yelland
Chairman