

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 9th July 2018 at 7pm in the Council Chamber,
Town Hall, Okehampton**

Committee Members Present: Councillor Mrs J Yelland (Chairman)
Councillor T Cummings (Vice-Chairman)
Councillor Mrs J Carpenter (Mayor)
Councillor Mrs V Cushing
Councillor A Leech (Chairman, Planning)
Councillor P Vachon
Councillor Mrs C Marsh (Chairman, Parks)
Councillor B Tolley
Councillor Mrs J Goffey

Other Members Present: Councillor Miss C Holt
Councillor Dr M Ireland
Councillor R Rush

In Attendance: Mrs E James (Town Clerk)

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| | | Action |
| 171 | <u>Declarations of Interest</u> – None | |
| 172 | <u>Apologies for Absence</u> – Cllr Weekes | |
| 173 | <u>Deferment of Business</u> – None | |
| 174 | <u>Members' Questions</u> – None | |
| 175 | <u>Minutes</u> – The minutes of the Policy and Resources Committee meetings held on 11 th , 18 th and 25 th June 2018 were APPROVED and signed by the Chairman on the proposition of Cllr Tolley, seconded by Cllr Cummings. | |
| 176 | <u>Matters Arising -</u> | |
| 176.1 | <u>Lloyds Bank Account and On-Line Banking</u> – The Clerk reported that the account was set up and ready for use, some Members had on-line access, and the Clerks was being processed. | |
| 177 | <u>Grant Application</u> – The Committee considered the following application for Town Council grant: | |
| 177.1 | OCRA – Cllr Marsh declared a personal interest. On the proposition of Cllr Vachon, seconded by Cllr Cummings (1 abstention), it was RESOLVED to award a grant of £500 towards the cost of the running of Okehampton Sports and Fitness Festival 2018. | |
| 178 | <u>Feedback from Grants Awarded</u> – The Committee noted the feedback and appreciation received from Pete's Dragons and Okehampton Fairtrade Group. | |
| 179 | <u>Finances</u> | |
| 179.1 | Following a query by Cllr Cushing the management accounts for the month ended 31 st May 2018 (month 2) were APPROVED on the proposition of Cllr Goffey, seconded by Cllr Cummings. It was suggested that queries could be sent to the Clerk prior to meetings to enable a response to be researched if necessary. | |

179.2	On the proposition of Cllr Cummings, seconded Cllr Cushing, the schedule of payments was APPROVED	
180	<u>Review of Policies and Documents</u> –	
180.1	The Committee noted the documents and policies that required reviewing, Policy Working Group to convene; <ul style="list-style-type: none"> • Standing Orders 	Clerk
180.2	On the proposition of Cllr Goffey, seconded by Cllr Marsh, it was RESOLVED that the Policy Working Group draft a Recruitment Policy for consideration at a forthcoming meeting.	Clerk
181	<u>Feedback from Work Experience Student</u> – The Clerk read out a letter of thanks from the student who had spent a week with the Council at the beginning of the month and had completed various tasks including a project.	
182	<u>Members' Reports and Requests for Agenda Items</u> -	
	(i) Chamber of Trade (Cllr Carpenter) – A meeting was being held next week.	
	(ii) Citizens Advice (Cllr Leech) – The latest report had been circulated for the information of Cllrs.	
	(iii) DALC Larger Councils Sub-Committee – Cllr Yelland and the Clerk had attended a meeting on 28 th June. The County Officer, Lesley Smith was retiring in November, the Annual Conference was on 3 rd October and would be attended by Cllr Yelland and the Clerk. NALC had confirmed that a cap on precepts was not likely, the highest precepts being within Unitary Councils, the majority of local councils had not budgeted for the cessation of the Council Tax Support Grant. A report had been circulated to Councils regarding Community Safety Partnership and the employment of a Community Engagement Officer, grant funded, by Newton Abbot Town Council.	
	(iv) Okehampton Fairtrade Group (Cllr Cushing) – The Food and Music festival had been held and was very successful. The next meeting was on 18 th July and the group would have a stall at Okehampton Show on 9 th August.	
	(v) Okehampton and District Community Transport Group (Cllr Leech) – The AGM was on 19 th July. The group was amongst the top 3 to sign up to the new lottery scheme run by WDBC.	

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 Cummings, seconded by Cllr Marsh.

183	<u>Debtors Outstanding</u> – An update was provided by the Clerk and noted	Action
184	<u>Personnel Sub-Committee</u> – <i>(Update combined with the next item of business)</i>	

185 Staffing Vacancies –

185.1 Assistant Clerk – Shortlisting had been undertaken and interviews were being held next week. On the proposition of Cllr Marsh, seconded Cllr Goffey, it was **RESOLVED** that a Health Questionnaire would be undertaken for the selected candidate for each of the vacancies discussed under item ref 184 and considered for inclusion in a Recruitment Policy.

185.2 Senior Caretaker - The Clerk reported that the closing date for applications was 13th July.

185.3 Park-Keeper – The vacancy had also been advertised on-line with Horticulture Weekly and several enquiries had been received from this posting. The closing date for applications was 20th July.

186 Investment Working Group – The group had met on 27th June and several suggestions for further investigation had been put forward a meeting would be held in due course to progress these.

Clerk

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

The meeting was closed at 7.30pm

Cllr Yelland
Chairman