

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 18th September 2017 at 7.00pm 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)

Other Members Present: Councillor Miss C Holt
Councillor Mrs J Carpenter
Councillor R Rush

In Attendance: Mrs E James (Town Clerk)

- 213** **Declarations of Interest** – Interests were declared as listed below:
- Councillor Vachon Min Ref 218.2 and 218.4
 - Councillor Goffey Min Ref 218.2
 - Councillor Marsh Min Ref 218.2, 218.4, 218.5
- 214** **Apologies for Absence** – Apologies for absence were presented on behalf of Cllr's D Weekes, B Tolley and T Cummings.
- 215** **Deferment of Business** - No public presence.
- 216** **Members' Questions** – None.
- 217** **Minutes** - Following an amendment to Min Ref 158, the accounts recorded as 30th June were amended to 31st May, the minutes of the Policy and Resources Committee meeting held on 7th August 2017 were approved and signed by the Chairman on the proposition of Cllr Goffey, seconded by Cllr Leech.
- 218** **Grant Applications** – The Committee considered the following applications for Town Council grants:
- 218.1** **Pete's Dragons** – On the proposition of Cllr Goffey, seconded by Cllr Cushing, it was resolved to grant £500 towards the cost of the provision of the service.
- 218.2** **Okehampton United Charity** – On the proposition of Cllr Leech, seconded Cllr Cushing (3 abstentions, as per Min Ref 213 above), it was agreed to grant £300 towards the management of allotments.
- 218.3** **Lyric House** – Application withdrawn prior to meeting as organisation does not meet the eligibility criteria.
- 218.4** **Okehampton Community Archives** – On the proposition of Cllr Cushing, seconded Cllr Goffey (2 abstentions, as per Min Ref 213 above), it was agreed to grant £500 towards the general running costs including rent, insurance, storage boxes, display boards, and a banner.

Action

- 218.5 Okement Rivers Improvement Group** - On the proposition of Cllr Leech, seconded Cllr Vachon (1 abstention, as per Min Ref 213 above), it was agreed to grant £500 towards ongoing costs of the maintenance of the rivers.
- 219 Finances** - See Min Ref 217 regarding the management accounts for May 2017.
- The Committee considered and agreed the management accounts for the month ended 31st July on the proposition of Cllr Cushing, seconded Cllr Goffey.
- The Committee also considered and agreed the management accounts for the month ended 31st August 2017 on the proposition of Cllr Vachon, seconded Cllr Goffey.
- Councillors commented that they had not seen the management accounts for the month ended 30th June 2017 – to be circulated and approved at the next meeting.
- 220 Review of Policies and Documents** –
- 220.1** On the proposition of Cllr Leech, seconded by Cllr Marsh, the Bullying and Harassment Policy was approved for recommendation to full council following staff consultation.
- 220.2** The Committee noted the upcoming review of the Equal Opportunities Policy and the Publication Scheme.
- 221 Training Budget** – Costs for necessary training including, Appraisal, First Aid, and Health & Safety Management was noted by the Committee. Cllr Leech reported that Asbestos training for members of staff including the Caretakers, Clerk and Chair of Property Committee was also required. On the proposition of Cllr Goffey, seconded by Cllr Marsh, it was resolved to uplift the training budget to £1,100. Costing for asbestos training to be ascertained for the next meeting.
- 222 Members' Reports and Requests for Agenda Items** -
- (i) Chamber of Trade (Cllr Marsh) – A meeting was planned for 26th September. The CoT was disappointed with the hanging baskets this year and were looking at alternatives for next year.
 - (ii) Citizens Advice (Cllr Leech) – A trial, working with local Doctor Surgeries had been undertaken and had been successful, however there was a lack of funding to take it forward.
 - (iii) DALC County Committee – No report
 - (iv) DALC Larger Councils Sub-Committee – No meeting
 - (v) Okehampton Fairtrade Group (Cllr Cushing) – A meeting was planned for 4th October. Cllr Cushing had attended a photoshoot. Fairtrade were combining with the Wren group for a coffee morning on 28th October.

Clerk

Clerk

Clerk

Clerk

- (vi) Okehampton and District Community Transport Group (Cllr Leech) –
No meeting.

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 Goffey, seconded by Cllr Leech.

	Action
223 <u>Internal Auditor</u> – On the proposition of Cllr Leech, seconded by Cllr Marsh, IAC Audit and Consultancy Ltd was appointed for internal audits relating to the 2017/18 financial year.	Clerk
224 <u>Debtors Outstanding</u> – A discussion ensued and further information requested for the next meeting as proposed by Cllr Marsh, seconded by Cllr Goffey.	Clerk

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

The meeting was closed at 7.40pm

**Cllr
Chairman**