

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting  
held on Thursday 29<sup>th</sup> March 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 V Cushing  
Councillor T Leech (Chairman, Planning)  
Councillor Mrs J Goffey (Mayor)  
Councillor P Vachon  
Councillor Mrs C Marsh (Chairman, Parks)  
Councillor B Rush  
Councillor Mrs S Parkins

**Other Members Present:** Councillor Dr M Ireland  
Councillor Miss C Holt

**In Attendance:** Mrs E James (Town Clerk)

	<b>Action</b>
<b>603</b> <b><u>Declarations of Interest</u></b> – Cllr Cushing declared a personal interest in Min Ref 608.4.	
<b>604</b> <b><u>Apologies for Absence</u></b> – Cllr’s Tolley and Carpenter	
<b>605</b> <b><u>Deferment of Business</u></b> – None	
<b>606</b> <b><u>Members’ Questions</u></b> – None	
<b>607</b> <b><u>Minutes</u></b> – the minutes of the Policy and Resources Committee meeting held on 19 <sup>th</sup> February 2018 were <b>APPROVED</b> and signed by the Chairman on the proposition of Cllr Marsh, seconded by Cllr Cummings.	
<b>608</b> <b><u>Grant Applications</u></b> – The Committee considered the following applications for Town Council grants:	
<b>608.1</b> <b>Okehampton Fairtrade Group</b> – Correspondence had been received from the group thanking the Committee for the grant and advising that the Conference had been cancelled therefore reducing their costs to £175. The Committee discussed the options and on the proposition of Cllr Marsh, seconded by Cllr Leech, it was <b>RESOLVED</b> that the group be permitted to keep the full grant award of £225 and to use the additional funds to promote Fairtrade and for the benefit the town of Okehampton. Evidence of this to be provided in due course.	Clerk
<b>608.2</b> <b>Okehampton Army Cadets</b> – On the proposition of Cllr Cummings, seconded by Cllr Vachon, it was <b>RESOLVED</b> to award a grant of £500 towards improvements to the grounds and the provision of a Parade Square.	
<b>608.3</b> <b>One Okehampton</b> – Following discussion, during which the benefits to the town were acknowledged, on the proposition of Cllr Vachon, seconded by Cllr Marsh, it was <b>RESOLVED</b> to request that the applicant provide details of costings for advertising and promotion of the Sunday Markets which would be considered at the next meeting of the Committee. <i>(Cllr Goffey arrived)</i>	Clerk

**608.4 All Saints Parochial Church Council** – On the proposition of Cllr Marsh, seconded by Cllr Vachon (1 abstention), it was **RESOLVED** to award a grant of £500, rather than the £449.99 requested, for the purchase of a bench and towards the creation of a community sanctuary which would be open for use by the whole community.

**609 Finances** – Cllr Cushing queried the income from Waitrose and Simmons Park car parks and requested a 3 year comparison of costs be provided after the end of this financial year.

The management accounts for the month ended 31<sup>st</sup> January 2018 were **APPROVED** on the proposition of Cllr Cummings, seconded by Cllr Goffey.

The management accounts for the month ended 28<sup>th</sup> February 2018 were **APPROVED** on the proposition of Cllr Cummings, seconded by Cllr Vachon.

**610 Neighbourhood Plan** – Cllr Leech reported that the Consultant had been unable to complete the work, for which there had been no charge, and the grant funds had been returned. A new Consultant had been found, the cost for the work anticipated to be between £1,000 and £1,500. Okehampton Hamlets Parish Council had resolved to pay 10% of the costs as set out in the Neighbourhood Plan Working Group Terms of Reference.

On the proposition of Cllr Cummings, seconded by Cllr Vachon, it was **RESOLVED** to approve the expenditure and that a more accurate figure be obtained for reference.

Cllr Leech

**611 Banking Arrangements** – It had been determined that WDBC would no longer be accepting cheques from any sources, including town and parish councils after the end of May 2018. The Committee agreed that there was no choice but to initiate on-line banking as soon as possible.

On the proposition of Cllr Goffey, seconded by Cllr Leech, it was **RESOLVED** to:

- Retain the accounts in NatWest on the existing basis and review the situation in 12 months' time. The account to receive main income sources and be used to pay standing orders and direct debits, including salaries.
- Open an account in Lloyds for day to day banking, including the depositing of cheques and cash, and receipt of BACS payments for invoices etc. Signatories to be as existing for the NatWest accounts
- To set up on-line banking at Lloyds for the payment of invoices etc, working details and associated policies to be reviewed and agreed at the next meeting.
- The Lloyds account to be topped up by cheque from NatWest to an agreed amount on a monthly basis.

Clerk

**612 Internal Procedure** – On the proposition of Cllr Leech, seconded by Cllr Goffey, it was **RESOLVED** to:

- Appoint a Member to undertake checks of the bank reconciliations on a quarterly basis after Mayor choosing in May.
- A schedule of payments be presented on a weekly basis to the sitting Committee, or full Council, for approval. Terms of Reference within Standing Orders to be amended to incorporate this agreement.

Clerk

Clerk

- 613** **Pay Scales and Allowances** – Pay Scales for 2018/19 had yet to be confirmed – item deferred to the next meeting.
- 614** **IT Issues** – The Committee noted that the laptop had received attention, a refurbished monitor had been purchased, as had a 2 year anti-virus subscription for the 3 office computers and the laptop, and the website was being encrypted to HTTPS.
- On the proposition of Cllr Leech, seconded by Cllr Vachon, it was **RESOLVED** to upgrade the laptop and 2 computers, the Finance Administrator’s and Clerk’s, to Office 2016.
- On the proposition of Cllr Goffey, seconded by Cllr Cummings, it was **RESOLVED** to upgrade the email system as per Option 3 of the briefing note which would provide Members with email addresses for Council business amongst other benefits.
- Upgrade of the website to make it mobile friendly would be considered in the future.
- 615** **Review of Policies and Documents** –
- 615.1** The Committee noted the documents and policies that required reviewing, Policy Working Group to convene;
- Absence Management Policy
  - Investment Strategy
  - Privacy Notices
- 615.2** **Flexible Retirement and Discretions Policies** - On the proposition of Cllr Leech, seconded by Cllr Marsh, it was **RESOLVED** that the policies be recommended to Full Council for approval.
- 616** **Members’ Reports and Requests for Agenda Items** -
- (i) Chamber of Trade (Cllr Marsh) – Cllr Marsh reported that the CoT were working with One Okehampton on the markets, and the Saturday market had been successful.
  - (ii) Citizens Advice (Cllr Leech) – WDBC had not cut the grant for 2018/19.
  - (iii) DALC County Committee –
  - (iv) DALC Larger Councils Sub-Committee – No meeting to report upon
  - (v) Okehampton Fairtrade Group (Cllr Cushing) – Cllr Cushing reported that Fairtrade Fortnight had progressed well even though the conference had been cancelled. 2 Cllr’s had attended the successful Fairplace tea party.
  - (vi) Okehampton and District Community Transport Group (Cllr Leech) – Cllr Leech reported that the newsletter had been circulated.
  - (vii) Museum of Dartmoor Life (Cllr Goffey) – The museum was open for the new season, including Sundays, and a new sign had been fitted.

Clerk

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.

**617**     **Debtors Outstanding** – The resolution made by the Property Committee on 12<sup>th</sup> March was noted as was the current situation.

**618**     **Staffing Matters** –

The Clerk reported on mobile phones and that a SO payment had ceased. On the proposition of Cllr Marsh, seconded by Cllr Leech, it was **RESOLVED** to award the caretakers a monthly allowance for the use of their own mobile phones.

A request for Flexible Retirement by a Caretaker, for which confirmation had been received by Peninsula Pensions that there would be no 'strain' or other cost to the Council, was **AGREED** on the proposition of Cllr Goffey, seconded by Cllr Cummings, for recommendation to Full Council.

Sickness and options for suitable cover was considered by the Committee. On the proposition of Cllr Cummings, seconded by Cllr Goffey, it was **RESOLVED** that the Clerk obtain quotations from contractors.

**Action**

Clerk

Clerk

A motion to suspend Standing Order 3 (z) to permit extension of the meeting was proposed by Cllr Leech, seconded Cllr Goffey, and agreed.

*(Cllr Parkins left the meeting)*

A potential wage discrepancy was considered and recommendation of remedial action, if required, was **APPROVED** on the proposition of Cllr Goffey, seconded Cllr Cummings.

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

The meeting was closed at 8.32pm

---

**Cllr Yelland**  
**Chairman**