

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 23rd April 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 A Leech (Chairman, Planning)
Councillor P Vachon
Councillor Mrs C Marsh (Chairman, Parks)
Councillor B Rush
Councillor Mrs S Parkins
Councillor D Weekes (Chairman, Property)
Councillor B Tolley

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

In Attendance: Mrs E James (Town Clerk)

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| 659 <u>Declarations of Interest</u> – None | |
| 660 <u>Apologies for Absence</u> – Cllr Goffey | |
| 661 <u>Deferment of Business</u> – None | |
| 662 <u>Members' Questions</u> – None | |
| 663 <u>Minutes</u> – The minutes of the Policy and Resources Committee meeting held on 29 th March 2018 were APPROVED and signed by the Chairman on the proposition of Cllr Cummings, seconded by Cllr Cushing. | |
| 664 <u>Matters Arising</u> - | |
| 664.1 Lloyds Bank Account – An account was in the process of being opened with three signatories initially, being Cllr's Marsh, Ireland and Goffey, the rest would be added in due course. | |
| 664.2 Lloyds On-Line Banking – On the proposition of Cllr Cummings, seconded by Cllr Cushing it was RESOLVED to approve Delegate Full Access status to Cllr's Marsh, Ireland and Goffey for on-line banking payment authorisation | |
| On the proposition of Cllr Cummings, seconded by Cllr Marsh it was RESOLVED to approve Full Access status to the Town Clerk and Delegate Full Access status to the Finance Administrator for on-line banking, the setting up of payments and management of the system. | |
| On the proposition of Cllr Cummings, seconded by Cllr Cushing it was RESOLVED to implement the process and procedure recommended by the Clerk on the briefing note circulated prior to the meeting. Cllr's authorising payments would be required to log-in using the office computers. | |
| 664.3 Car Park Comparison Figures – Three yearly income comparison figures for the Simmons Park and Waitrose car parks were noted by the Committee. | |
| 665 <u>Grant Applications</u> – The Committee considered the following applications | |

	for Town Council grants:	
665.1	Museum of Dartmoor Life – On the proposition of Cllr Yelland, seconded by Cllr Marsh, it was RESOLVED to defer the application for consideration at the next meeting when the additional request for a grant towards the tourist information facility would be included.	Clerk
665.2	One Okehampton – On the proposition of Cllr Vachon, seconded by Cllr Weekes (one abstention), it was RESOLVED award a grant of £500 towards the cost of promotion of a regular Sunday Market in Okehampton.	Clerk
666	Feedback from Grants Awarded – A letter from TNMWD thanking the Committee for the grant was read out by the Clerk and noted.	
667	Finances	
667.1	The management accounts for the month ended 31 st March 2018, being the provisional 2017/18 year end, were scrutinised. It was noted that the only overall committee overspend was by the Property Committee, a total of £716. On the proposition of Cllr Marsh, seconded by Cllr Cummings, the accounts were APPROVED .	
667.2	The move of funds from the matured Business 1 Year Nationwide Account to a 1 year deposit account with a higher interest rate with Nationwide was RESOLVED on the proposition of Cllr Cummings, seconded by Cllr Leech.	Clerk
667.3	On the proposition of Cllr Tolley, seconded by Cllr Cummings, the virement of £2600 from the salaries budget to the cleaning budget following changes to the staffing structure was APPROVED .	Clerk
668	Pay Scales and Allowances – On the proposition of Cllr Cummings, seconded by Cllr Vachon, it was RESOLVED to approve the pay scales and allowances for 2018/19 as agreed by the National Joint Council for Local Government Services, to be backdated to 1 st April 2018.	Clerk
669	Review of Policies and Documents –	
669.1	The Committee noted the documents and policies that required reviewing, Policy Working Group to convene; <ul style="list-style-type: none"> • Financial Risk Assessment • Data Protection/Freedom of Information Policies • Document Retention Guidelines • Committee Terms of Reference 	Clerk
669.2	On the proposition of Cllr Leech, seconded by Cllr Weekes, it was RESOLVED that the following policies be recommended to Full Council for approval: <ul style="list-style-type: none"> • Investment Strategy • Privacy Notices • Asbestos Management Plan <p>At the request of Cllr Weekes, an item of business discussing possible alternative avenues of investment to be included on a future agenda.</p>	Clerk
669.3	On the proposition of Cllr Leech, seconded by Cllr Weekes, it was RESOLVED that the Absence Management Policy be recommended to Full Council following staff consultation.	Clerk

670 Members' Reports and Requests for Agenda Items -

- (i) Chamber of Trade (Cllr Marsh) – Nothing to report
- (ii) Citizens Advice (Cllr Leech) – Agreement had been obtained to ask those attending if they had been referred by WDBC due to the closure of the Okehampton Office.
- (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 a meeting had been held on 11th April, the next one being on 23rd May. The group were very appreciative at being permitted to keep the additional grant award which would likely be spent on the purchase of a banner. Stickers for display were being given to shops who sell Fairtrade products.
- (vi) Okehampton and District Community Transport Group (Cllr Leech) – Cllr Leech reported that the group had a slight financial loss in 2017/18. Grant cuts from 2019/20 would be an issue, as would new EU laws regarding transport if they were imposed.
- (vii) Museum of Dartmoor Life (Cllr Goffey) – No report

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.

671 Debtors Outstanding – The current situation was outlined by the Clerk and noted.

672 Staffing Matters –

672.1 Cllr Yelland reported on the recent Personnel Sub-Committee meeting and actions that were agreed. An update regarding sickness was provided by the Clerk. Cover for the duration of the Park-keepers leave in May was considered and it was agreed that the contractor who knew the requirements and was already familiar with the park would be requested to undertake some of the tasks.

672.2 A request from the Chamber of Trade regarding assistance requested was discussed. On the proposition of Cllr Yelland, seconded by Cllr Weekes (1 abstention), it was **RESOLVED** that the Clerk consult with a member of staff to see if they would be willing to undertake the work and to await the results of a survey prior to a decision being undertaken.

Action

Clerk

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

The meeting was closed at 8.40pm

Cllr Yelland
Chairman