

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 14th May 2018 at 7pm in the Council Chamber,
Town Hall, Okehampton**

Committee Members Present: Councillor Mrs J Yelland (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 D Weekes (Chairman, Property)
Councillor B Tolley
Councillor Mrs J Goffey

Other Members Present: Councillor Miss C Holt

In Attendance: Mrs E James (Town Clerk)

		Action
12	<u>Declarations of Interest</u> – Cllr Goffey declared an interest in minute ref 18.1	
13	<u>Apologies for Absence</u> – Cllrs Parkins, Rush, Ireland and Cummings	
14	<u>Deferment of Business</u> – None	
15	<u>Members' Questions</u> – None	
16	<u>Minutes</u> – The minutes of the Policy and Resources Committee meeting held on 23 rd April 2018 were APPROVED and signed by the Chairman on the proposition of Cllr Goffey, seconded by Cllr Carpenter.	
17	<u>Matters Arising -</u>	
17.1	Lloyds Bank Account and On-Line Banking – The Clerk reported that the account was set up and on-line banking registration was in progress. The next stages would be to transfer funds to the account and for staff members to register.	Clerk
18	<u>Grant Applications</u> – The Committee considered the following applications for Town Council grants:	
18.1	Museum of Dartmoor Life – On the proposition of Cllr Vachon, seconded by Cllr Carpenter (1 abstention), it was RESOLVED to award a grant of £3,500 towards the maintenance of the museum and £1,500 to assist with the running of the tourist information facility. <i>(Cllr Leech arrived)</i>	Clerk
18.2	Okehampton Duke of Edinburgh Awards – Cllr Marsh declared an interest. On the proposition of Cllr Vachon, seconded by Cllr Goffey (1 abstention), it was RESOLVED award a grant of £500 towards the cost of the replacement of equipment and insurance.	Clerk
19	<u>Finances</u>	
19.1	Schedule of Payments – The schedule was read out and APPROVED on the proposition of Cllr Leech, seconded by Cllr Goffey.	
19.2	2017/18 Year End Financial Statements – Code 4105 on the P&R budget was queried, information to be provided for Full Council. On the proposition of Cllr Tolley, seconded by Cllr Cushing, it was RESOLVED to recommend	

	the statements to Full Council for approval.	Clerk
19.3	Review of Ear Marked Funds – On the proposition of Cllr Goffey, seconded by Cllr Weekes, it was RESOLVED that a task and finish Working Group consisting of the Mayor, Chairmen of P&R, Parks and Properties convene to review the funds and make recommendations to the Committee. A question arose as to the amount in the Okehampton Remembers reserve, to be investigated.	Clerk
19.4	Internal Audit Certificate – An overview of the recent visit and issues raised was provided by the Clerk, the full report was awaited. Contents of the certificated were noted as was the Financial Risk Assessment element which had been reviewed earlier than normal in 2017, thereby causing the current issue, and that it was on the agenda for review later in the meeting (Ref 22.2)	
19.5	Standing Orders and Direct Debits – On the proposition of Cllr Leech, seconded by Cllr Vachon, it was RESOLVED to approve the list of direct debits. There were no standing orders.	
20	<u>P&R Committee Terms of Reference</u> – On the proposition of Cllr Goffey, seconded by Cllr Tolley, it was RESOLVED to approve the draft revised Terms of Reference for recommendation to Full Council.	Clerk
21	<u>Alternative Terms of Investment</u> – Suggestions of investment in property was made, both commercial and residential, as was the creation of a car park. On the proposition of Cllr Weekes, seconded by Cllr Leech, it was RESOLVED that a Working Group consisting of Cllrs Weekes, Tolley, Leech and Vachon convene to investigate income generation and report back.	Clerk
22	<u>Review of Policies and Documents</u> –	
22.1	The Committee noted the documents and policies that required reviewing, Policy Working Group to convene; <ul style="list-style-type: none"> • GDPR Related Policies • Statement of Internal Control and Banking Process 	Clerk
22.2	On the proposition of Cllr Vachon, seconded by Cllr Marsh, it was RESOLVED that the following policies, including amendments to the Document Retention Policy, be recommended to Full Council for approval: <ul style="list-style-type: none"> • Document Retention Policy • Subject Access Request Policy • Privacy Policy • Financial Risk Assessment 	Clerk
23	<u>Members' Reports and Requests for Agenda Items</u> -	
	(i) Chamber of Trade (Cllr Marsh) – The next meeting was on 15 th May	
	(ii) Citizens Advice (Cllr Leech) – There was no new information to report	
	(iii) DALC Larger Councils Sub-Committee – No meeting to report upon	
	(iv) Okehampton Fairtrade Group (Cllr Cushing) – The next meeting was on 23 rd May	
	(v) Okehampton and District Community Transport Group (Cllr Leech) –	

Recent meeting minutes had been circulated for information.

- (vi) Museum of Dartmoor Life (Cllr Goffey) – Sunday opening was due to commence to tie in with the summer Sunday trains.

24 Urgent Items –

24.1 Promoting Local Democracy Coffee Morning – Councillors were requested to attend if possible and for suggestions of literature required to be made available.

24.2 Rotary Club – Cllrs were advised that grant applications to the club, and Waitrose, had dropped.

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.

25 Debtors Outstanding – An ongoing situation update was provided by the Clerk. A letter and statement of account had also been sent regarding an outstanding invoice for a December booking of the Charter Hall.

26 Staffing Matters – No update was reported apart from ongoing sickness.

Action

On the proposition of Cllr Leech, seconded Cllr Goffey, it was **RESOLVED** to exit Part Two.

The meeting was closed at 8.18pm

**Cllr Yelland
Chairman**