

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 11th June 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)

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| 80 <u>Declarations of Interest</u> – None | |
| 81 <u>Apologies for Absence</u> – Cllrs Parkins, Ireland and Cummings | |
| 82 <u>Deferment of Business</u> – None | |
| 83 <u>Members' Questions</u> – None | |
| 84 <u>Minutes</u> – The minutes of the Policy and Resources Committee meeting held on 14 th May 2018 were APPROVED and signed by the Chairman on the proposition of Cllr Cushing, seconded by Cllr Carpenter. | |
| 85 <u>Matters Arising</u> - | |
| 85.1 Lloyds Bank Account and On-Line Banking – Funds had been transferred and the Clerk's on-line banking registration was in progress. | |
| 86 <u>Grant Application</u> – The Committee considered the following application for Town Council grant: | |
| 86.1 Meldon Viaduct Company Ltd – Cllr Marsh declared a personal interest. On the proposition of Cllr Vachon, seconded by Cllr Goffey (2 abstentions), it was RESOLVED to award a grant of £500 to contribute towards the maintenance and renewal fund used for repairs and maintenance of the structure. It was further agreed that Cllr Marsh would request they attended a future meeting to give a presentation about their work. | Cllr Marsh
Clerk |
| 87 <u>Finances</u> | |
| 87.1 The management accounts for the month ended 30 th April 2018 (month 1) were APPROVED on the proposition of Cllr Carpenter, seconded by Cllr Tolley. | |
| 87.2 On the proposition of Cllr Leech, seconded Cllr Weekes, the schedule of payments was APPROVED | |
| 88 <u>Internal Audit Report</u> – A briefing note detailing the recommendations made by the auditor was considered by the Committee. It was noted that some of the items had been resolved and the rest were in progress, although some issues, including work on the Charities and Asset Register, would take | |

a while to fully resolve. A Working Group to review the level of reserves held by the Council had met earlier in the day.

Cllr Yelland took the opportunity to thank the members of staff for their diligent work.

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| <p>89 <u>Appointment of Internal Auditor for 2018/19</u> – On the proposition of Cllr Marsh, seconded by Cllr Goffey, it was RESOLVED to reappoint IAC Audit & Consultancy Ltd as the Internal Auditor for 2018/19.</p> | <p>Clerk</p> |
| <p>90 <u>Review of Policies and Documents</u> –
90.1 The Committee noted the documents and policies that required reviewing, Policy Working Group to convene;</p> <ul style="list-style-type: none">• Capability• Whistleblowing | <p>Clerk</p> |
| <p>90.2 On the proposition of Cllr Tolley, seconded by Cllr Goffey, it was RESOLVED that the following policies be recommended to Full Council for approval:</p> <ul style="list-style-type: none">• Data Security Breach Response Policy and Procedure• Statement of Internal Control | <p>Clerk</p> |
| <p>91 <u>Ear-Marked Reserves</u> – The Working Group, who had met earlier in the day, reported upon their meeting and a revised schedule of ear-marked reserves was tabled. It was noted that in addition to the list it had also been agreed to add a fund ‘Asset Investment Project’. On the proposition of Cllr Marsh, seconded by Cllr Weekes, it was RESOLVED to recommend the revised list of reserves to Full Council.</p> | |
| <p>91 <u>Members’ Reports and Requests for Agenda Items</u> -</p> <ul style="list-style-type: none">(i) Chamber of Trade (Cllr Carpenter) – Nothing to report(ii) Citizens Advice (Cllr Leech) – There was no new information to report(iii) DALC Larger Councils Sub-Committee – The next meeting was on 28th June.(iv) Okehampton Fairtrade Group (Cllr Cushing) – The Food and Music festival was at the end of June, they would have a stall at the Show and there was the possibility that the group would attend a business fair. The next meeting was on 18th July.(v) Okehampton and District Community Transport Group (Cllr Leech) – There had been no meeting. The group had been one of the first to sign up to the new WDBC lottery. | |

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.

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| <p>92 <u>Debtors Outstanding</u> – An update was provided by the Clerk and noted</p> | <p>Action</p> |
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93 Personnel Sub-Committee – Cllr Yelland reported on the recent meeting during which issues including a staff vacancy and sickness was discussed.

94 Staffing Matters –

94.1 The Finance Assistant would be retiring at the end of June. With a view to filling the vacancy, incorporating succession planning and flexibility it was agreed that the position would be advertised as that of Assistant Clerk, with emphasis on the financial aspect of the role, and the hours increased to 26 per week to incorporate the additional work. Job description, person specification, and salary scale were agreed.

Shortlisting and interviews to be undertaken by the Clerk in conjunction with agreed members of the Personnel Sub-Committee.

On the proposition of Cllr Marsh, seconded by Cllr Vachon, it was **RESOLVED** to recommend the above agreements to Full Council for ratification, to be advertised asap with a closing date of 29th June.

94.2 The Clerk advised that there was likely to be another vacancy arising in the near future which was noted.

94.3 The Clerk reported that, along with Cllr Marsh, she had met with an advisor regarding the feasibility of offering a horticultural apprentice in the Park and that investigation was ongoing.

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

The meeting was closed at 8.10pm

Cllr Yelland
Chairman