

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting  
held on Monday 8<sup>th</sup> October 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 Mrs J Goffey

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

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

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| <p><b>384     <u>Declarations of Interest</u></b> – None</p> <p><b>385     <u>Apologies for Absence</u></b> – Cllrs Cummings, Tolley and Weekes</p> <p><b>386     <u>Deferment of Business</u></b> – None</p> <p><b>387     <u>Members' Questions</u></b> – None</p> <p><b>388     <u>Minutes</u></b> – The minutes of the Policy and Resources Committee meeting held on 10<sup>th</sup> September 2018 was <b>APPROVED</b> and signed by the Chairman on the proposition of Cllr Marsh, seconded by Cllr Leech.</p> <p><b>389     <u>Matters Arising -</u></b></p> <p><b>389.1   <u>Lloyds Bank Account and On-Line Banking</u></b> – On-line access for 3 Councillors, the Clerk and Assistant Clerk was set up and on-line payments had commenced.</p> <p><b>389.2   <u>Mayors Account</u></b> – Confirmation of the type of account that should be opened was required.</p> <p><b>389.3   <u>RoSPA Play Safety Inspection Course</u></b> – The Committee noted that the course had been booked for 21<sup>st</sup> November.</p> <p><b>389.4   <u>Payroll</u></b> – The Clerk reported that the last payroll made by the service supplier would be in November 2018. Payroll software options were being investigated.</p> <p><b>389.5   <u>Confidential Waste</u></b> – The Committee noted that a new shredder had been purchased and was in use.</p> <p><b>390     <u>Grant Applications</u></b> – The Committee considered the following applications for a Town Council grant:</p> <p><b>390.1   <u>2443 Okehampton Sqn RAFAC</u></b> – On the proposition of Cllr Marsh, seconded by Cllr Vachon, it was <b>RESOLVED</b> to award a grant of £500 towards the cost of the purchase of a logoed Gazebo to be used to promote the RAF Cadets at local events and for fundraising activities, to be</p> | <p><b>Action</b></p> |
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	suggested that Okehampton Hamlets Parish Council be contacted with regards to grant funding.	Clerk
<b>390.2</b>	<b>Okehampton Carnival Committee</b> – Cllr Marsh declared a personal interest. On the proposition of Cllr Leech, seconded by Cllr Goffey (1 abstention), it was <b>RESOLVED</b> to award a grant of £1,000 towards the running of the annual carnival.	Clerk
<b>391</b>	<b><u>Finances</u></b>	
<b>391.1</b>	Following an update by the Clerk regarding the Outstanding Balances report, on the proposition of Cllr Goffey, seconded by Cllr Marsh the management accounts for the month ended 31 <sup>st</sup> August 2018 (month 5) were <b>APPROVED</b> .	
<b>391.2</b>	On the proposition of Cllr Marsh, seconded Cllr Goffey, the schedule of payments was <b>APPROVED</b>	
<b>392</b>	<b><u>Internal Auditor</u></b> – The Committee noted that the interim visit was due to take place on 10 <sup>th</sup> October.	
<b>393</b>	<b><u>Councillor Audits</u></b> – Cllr Marsh reported that an audit of August bank reconciliations had been successfully undertaken.	
<b>394</b>	<b><u>Assistant Caretaker Appointment</u></b> – It was noted that Mr Paul Tucker had commenced employment for the Council on 1 <sup>st</sup> October.	
<b>395</b>	<b><u>Review of Policies and Documents</u></b> –	
<b>395.1</b>	On the proposition of Cllr Goffey, seconded by Cllr Vachon, it was <b>RESOLVED</b> that the Wood/Logs Policy be recommended to full Council for approval.	Clerk
<b>395.2</b>	On the proposition of Cllr Cushing, seconded by Cllr Goffey, it was <b>RESOLVED</b> to recommended the Leave Policy to full Council for approval following staff consultation.  On the proposition of Cllr Leech, seconded by Cllr Vachon, it was <b>RESOLVED</b> to recommended the Social Media, IT and Phone Use Policy to full Council for approval following staff consultation, and the inclusion of the word 'Employee' in the title.  On the proposition of Cllr Marsh, seconded by Cllr Goffey, it was <b>RESOLVED</b> to recommended the Staff Uniform Policy to full Council for approval following staff consultation and amendments; 'Staff' changed to 'Employee' in the title and to wording around PPE.	Clerk
<b>395.3</b>	The Committee noted the documents and policies that required reviewing, Policy Working Group to convene; <ul style="list-style-type: none"> <li>• Maternity, Adoption and Paternity Policy</li> <li>• Shared Parental Leave Policy</li> </ul>	
<b>396</b>	<b><u>Members' Reports and Requests for Agenda Items</u></b> -	
	(i) Chamber of Trade (Cllr Carpenter) – A meeting was due to be held next week.	

- (ii) Citizens Advice (Cllr Leech) – Universal Credit was being brought in, in West Devon. The Government were giving £39M to Citizens Advice to assist with problems arising with Universal Credit, but there was no information about how this would be devolved or work.
- (iii) DALC Larger Councils Sub-Committee – Cllr Yelland reported that she had attended the DALC Conference on 3<sup>rd</sup> October with the Clerk. During the morning there had been 3 speakers; the Local Enterprise Partnership, a Town Clerk regarding healthcare work they were doing and Councillor M Ireland regarding the reinstatement of the train service to Okehampton. Cllr Ireland's presentation had been very well received and commented upon.
- (iv) Okehampton Fairtrade Group (Cllr Cushing) – Cllr Cushing, Cynthia Higbee and the Clerk had met regarding the renewal of the status of the group which would be included on the next Full Council meeting agenda. A meeting had been held on 18<sup>th</sup> September and the next was on 6<sup>th</sup> November.
- (v) Okehampton and District Community Transport Group (Cllr Leech) – A coffee morning was due to be held on 13<sup>th</sup> October.

## **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 Marsh, seconded by Cllr Goffey.

- 397** **Debtors Outstanding** – A pleasing update was provided by the Clerk and noted by the Committee
- 398** **Staffing Matters** – The Clerk provided an update on an issue which had been actioned following advice from S.W. Councils.

**Action**

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

The meeting was closed at 7.38pm

**Cllr Yelland**  
**Chairman**