

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting  
held on Monday 10<sup>th</sup> September 2018 at 7pm in the Council Chamber,  
Town Hall, Okehampton**

**Committee Members Present:** Councillor Mrs J Yelland (Chairman)  
Councillor Mrs J Carpenter (Mayor)  
Councillor D Weekes (Chairman, Property)  
Councillor Mrs V Cushing  
Councillor A Leech (Chairman, Planning)  
Councillor P Vachon  
Councillor Mrs C Marsh (Chairman, Parks)  
Councillor B Tolley  
Councillor Mrs J Goffey

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

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

- |   | <b>Action</b> |
|---|---------------|
| <b>296</b> <b><u>Declarations of Interest</u></b> – None  |               |
| <b>297</b> <b><u>Apologies for Absence</u></b> – Cllr Cummings  |               |
| <b>298</b> <b><u>Deferment of Business</u></b> – None   |               |
| <b>299</b> <b><u>Members' Questions</u></b> – Cllr Cushing requested an update on Min Ref 261 of the previous Policy & Resources Committee meeting. The Clerk advised that the item had been resolved and the agenda item was no longer required.   |               |
| <b>300</b> <b><u>Minutes</u></b> – The minutes of the Policy and Resources Committee meetings held on 9 <sup>th</sup> , 12 <sup>th</sup> , and 25 <sup>th</sup> July, and 6 <sup>th</sup> August 2018 were <b>APPROVED</b> and signed by the Chairman on the proposition of Cllr Goffey, seconded by Cllr Cushing.  |               |
| <b>301</b> <b><u>Matters Arising</u></b> -  |               |
| <b>301.1</b> <b>Lloyds Bank Account and On-Line Banking</b> – On-line access for a member of staff was awaited following which payments by on-line banking could commence.  |               |
| <b>302</b> <b><u>Grant Applications</u></b> – The Committee considered the following applications for a Town Council grant:   |               |
| <b>302.1</b> <b>Friends of Okehampton Library</b> – Cllrs Holt and Yelland declared a personal interest.<br>On the proposition of Cllr Goffey, seconded by Cllr Tolley (2 abstentions), it was <b>RESOLVED</b> to award a grant of £362.40 towards the cost of the purchase of chairs for use in the library and meeting rooms. The amount being the balance required to purchase the items following a grant awarded by Okehampton Hamlets Parish Council. |               |
| <b>302.2</b> <b>Okehampton United Ecclesiastical Charity</b> – On the proposition of Cllr Leech, seconded by Cllr Marsh, it was <b>RESOLVED</b> to award a grant of £1,000 towards the cost of the maintenance and upkeep of the St James' Church Clock.  |               |

**303** **Finances**

**303.1** On the proposition of Cllr Yelland, seconded by Cllr Cushing the management accounts for the month ended 30<sup>th</sup> June 2018 (month 3) were **APPROVED**.

On the proposition of Cllr Yelland, seconded by Cllr Goffey the management accounts for the month ended 31<sup>st</sup> July 2018 (month 4) were **APPROVED**. It was noted that the outstanding balances schedule was longer than normal, the Clerk explained the reasons. Invoices were now being emailed where possible, saving on postage costs.

**303.2** On the proposition of Cllr Goffey, seconded Cllr Tolley, the schedule of payments was **APPROVED**

**303.3** On the proposition of Cllr Goffey, seconded Cllr Leech, it was **RESVOLED** that any Councillor wishing to personally contribute to Lesley Smith, DALC County Secretary's retirement gift should do so through the Clerk by the end of the week.

**303.4** The Committee noted that a new internal ordering system and procedure had been implemented by the Clerk.

**304** **Internal Audit Update** – Work undertaken and in progress to complete items raised was noted, as per the previously circulated paper. On the proposition of Cllr Weekes, seconded by Cllr Goffey, it was **RESOLVED** that a Lloyds Account be opened for the Mayors Fundraising, the Mayors NatWest Account be closed and that it be kept separate from the Councils' accounts, as recommended.

Clerk

**305** **Councillor Audits** – Cllr Marsh reported that an audit of bank reconciliations had been successfully undertaken.

**306** **Park-Keeper Appointment** –

**306.1** Mr James McGahey had commenced employment for the Council today.

**306.2** On the proposition of Cllr Leech, seconded Cllr Weekes, it was **RESOLVED** that Mr McGahey attend a RoSPA Play safety inspection course locally in November and consideration would be given to attendance at the operational course when the local dates were announced.

Clerk

**307** **Review of Policies and Documents** –

**307.1** Following debate regarding gender terminology, dress code and visiting speakers, on the proposition of Cllr Leech, seconded by Cllr Goffey, it was **RESOLVED** that Standing Orders be recommended to full Council for approval subject to agreed amendments.

Clerk

On the proposition of Cllr Leech, seconded by Cllr Goffey, it was **RESOLVED** that the Recruitment Policy be recommended to full Council for approval.

Clerk

**307.2** On the proposition of Cllr Leech, seconded by Cllr Goffey, it was **RESOLVED** to recommended the Capability Procedure and Whistleblowing Policy to full Council for approval following staff consultation.

Clerk

**307.3** The Committee noted the documents and policies that required reviewing, Policy Working Group to convene;

- Wood/Logs Policy
- Social Media, Email, Internet, Computer and Phone Use Policy
- Leave Policy
- Staff Uniform Policy

**308 Members' Reports and Requests for Agenda Items -**

- (i) Chamber of Trade (Cllr Carpenter) – No new items to report
- (ii) Citizens Advice (Cllr Leech) – No updates to report
- (iii) DALC Larger Councils Sub-Committee – No meeting had been held to report upon
- (iv) Okehampton Fairtrade Group (Cllr Cushing) – The next meeting was scheduled for 18<sup>th</sup> September and then early October. Cllr Cushing, the Clerk and a member of the Fairtrade Group were due to meet regarding renewal of the Fairtrade status.
- (v) Okehampton and District Community Transport Group (Cllr Leech) – No report since the AGM.

**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 Goffey.

	<b>Action</b>
<b>309</b> <u>Debtors Outstanding</u> – An update was provided by the Clerk and an email from a debtor noted.	
<b>310</b> <u>Assistant Caretaker Vacancy</u> – The Clerk reported that interviews had been held last week. On the proposition of Cllr Leech, seconded by Cllr Goffey, it was <b>RESOLVED</b> to appoint Mr P Tucker as recommended by the interview panel, subject to the usual terms and conditions.	Clerk
<b>311</b> <u>Payroll</u> – Consideration was given to a proposal by the Clerk and on the proposition of Cllr Leech, seconded Cllr Weekes, it was <b>RESOLVED</b> that all aspects of the payroll process would be brought 'in-house' as soon as the necessary software and process could be implemented.	Clerk
<b>312</b> <u>Confidential Waste</u> – The cost of purchasing a new shredder against contracting out the disposal of confidential waste was debated. On the proposition of Cllr Marsh, seconded by Cllr Weekes, it was <b>RESOLVED</b> to purchase a new shredder at a cost of approximately £800, at the discretion of the Clerk, subject to the availability of a free suitable shredder previously offered by a local business.	Clerk
<b>313</b> <u>Staffing Matters</u> – A Personnel Sub-Committee meeting would be held on 24 <sup>th</sup> September, and the Clerk reported on an issue that had arisen earlier in the day. On the proposition of Cllr Marsh, seconded by Cllr Weekes, the action to be taken was <b>AGREED</b> , subject to consultation with SW Councils.	Clerk
<b>314</b> The Clerk updated the Committee on her Annual Appraisal/Development Review which had taken place with the Mayor and Councillor Yelland in early August, and left the room for the rest of the item of business.	

On the proposition of Cllr Marsh, seconded by Cllr Leech, it was **RESOLVED** to award 1 scale point increase, as of the date of the meeting.

On the proposition of Cllr Leech, seconded by Cllr Tolley, having previously been discussed with the Clerk it was **RESOLVED** to change the date of the her annual appraisal/development review from August to February in line with other members of staff.

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

The meeting was closed at 8.32pm

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**Cllr Yelland**  
**Chairman**