

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 12th November 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
Councillor B Tolley

Other Members Present: Councillor Miss C Holt

In Attendance: Mrs E James (Town Clerk)

| | | Action |
|-------|---|---------------|
| 471 | <u>Declarations of Interest</u> – Cllr Leech declared a personal interest in Ref 477.1 being a Trustee | |
| 472 | <u>Apologies for Absence</u> – Cllr Cummings | |
| 473 | <u>Deferment of Business</u> – None | |
| 474 | <u>Members' Questions</u> – None | |
| 475 | <u>Minutes</u> – The minutes of the Policy and Resources Committee meeting held on 8 th October 2018 was APPROVED and signed by the Chairman on the proposition of Cllr Marsh, seconded by Cllr Goffey. | |
| 476 | <u>Matters Arising -</u> | |
| 476.1 | Mayors Account – The Clerk reported that a new account in Lloyds, as previously approved and as recommended by the Internal Auditor, was in the process of being opened. | |
| 476.2 | Payroll Service – Having undertaken investigation into software packages available and advice of the Internal Auditor, Brightpay software would be purchased. 'In-house' salary payments would commence in December. | |
| 477 | <u>Grant Applications</u> – The Committee considered the following applications for a Town Council grant: | |
| 477.1 | Ockment Centre – On the proposition of Cllr Goffey, seconded by Cllr Goffey (1 abstention), it was RESOLVED to award a grant of £5,000 towards the cost of running the centre during this financial year. | Clerk |
| 477.2 | Okehampton Excelsior Silver Band – On the proposition of Cllr Marsh, seconded by Cllr Leech (1 abstention), it was RESOLVED to award a grant of £250 towards the cost of the installation of a new ceiling to improve the acoustic properties of the band room, increase insulation and improve lighting. | Clerk |
| 478 | <u>Feedback from Grants Awarded</u> – The Committee noted feedback received from: | |
| 478.1 | Okehampton Carnival Committee | |
| 478.2 | Friends of Okehampton Library - Cllr Yelland declared a personal interest. | |

479 Finances

479.1 On the proposition of Cllr Goffey, seconded by Cllr Marsh the management accounts for the month ended 30th September 2018 (month 6) were **APPROVED**.

479.2 On the proposition of Cllr Yelland, seconded Cllr Tolley, the schedule of payments was **APPROVED**

479.3 Training Budget – Following a report from the Clerk requesting an increase in the staff training budget this financial year, on the proposition of Cllr Goffey, seconded Cllr Tolley, it was **RESOLVED** to increase the budget by £500 and to vire the funds from the general reserves.

Clerk

480 2019/20 Budget – An initial draft of the budget headings overseen by the Committee was presented by the Clerk and discussed.

481 Internal Auditor – Recommendations made by the internal auditor following his recent visit were considered and actions taken noted.

A recommendation made by the auditor regarding a change to the petty cash process was considered. On the proposition of Cllr Leech, seconded Cllr Marsh, it was **RESOLVED** not to make the changes suggested as this did not comply with Financial Regulation 6.21 and financial guidance.

482 Councillor Audits – Cllr Marsh reported that an audit of bank reconciliations up to the end of October had been successfully undertaken as had an audit of online bank payments made to date.

483 Review of Policies and Documents –

483.1 The policies due for review were deferred until the next meeting:

- Maternity, Adoption and Paternity Policy
- Shared Parental Leave Policy

Clerk

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

- Councillor Induction Policy
- Exclusive Rights of Burial
- Honorary Freeman Policy
- Leave Policy

Clerk

484 Members' Reports and Requests for Agenda Items -

- (i) Chamber of Trade (Cllr Carpenter) – Cllr Marsh reported that membership was down and that a presentation regarding the proposed setting up of a CiC had been made. A further meeting to discuss this had been arranged for the week of 19th November
- (ii) Citizens Advice (Cllr Leech) – Cllr Leech had met with the CEO to discuss issues regarding Universal Credit (UC). The CA had been awarded a contract nationally to assist people with issues arising from UC.
- (iii) DALC Larger Councils Sub-Committee – The next meeting on 15th November was being attended by the Clerk.
- (iv) Okehampton Fairtrade Group (Cllr Cushing) – Cllr Cushing, reported that at a meeting on 6th November appreciation for the Councils

support had been given. Fairtrade hot chocolate would be on sale at Edwardian Evening. 2019 Fairtrade fortnight was scheduled for 25th February to 10th March. The next meeting was on 15th January 2019.

- (v) Okehampton and District Community Transport Group (Cllr Leech) – A meeting was due to be held on 15th November.

485 Urgent Items –

485.1 Part 2 Items – The Clerk advised that Councillors who are not nominated to sit on this committee should not be present during part 2 items of discussion regarding staffing matters. It was explained that this was because there should be a number of independent Cllrs available to sit on an appeals panel should the need ever arise.

485.2 Remembrance Day – Cllr Marsh reported that the event had gone very well but that the Okehampton Excelsior Silver Band had not been permitted into the Church this year. The Clerk advised she would write to them to thank them for their support and attendance.

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.

486 Debtors Outstanding – The report was noted by the Committee.

487 NJC Pay Agreement 2019/20 – The Clerk reported that the details were awaited but the agreement was likely to include the amalgamation of some of the lower pay scales with a view to ensuring the same % difference was present throughout the scale points. The Pension contributions were also set to rise from April 2019 for both employees and employers.

(Cllr Holt, not being an appointed member of the Committee, left the meeting)

488 Staffing Matters –

488.1 The Clerk reported that returned items of PPE had been taken by a Cllr who had made a donation to the Mayors Charity.

488.2 An interim appraisal had been undertaken with a new member of staff. A request made was considered and on the proposition of Cllr Goffey, seconded by Cllr Carpenter (2 against, 1 abstention) it was **RESOLVED** to approve it as of the appraisal date.

488.3 A complaint made by a member of the public was reported to the Committee along with action taken so far and advice provided from S.W. Councils. On the proposition of Cllr Yelland, seconded by Cllr Marsh, it was **RESOLVED** that a response be sent as advised, and in relation to other ongoing issues

- Previous correspondence to be expediated
- Further advice to be sought by the Clerk

488.4 The Clerk further reported that a memo reminding staff that the use of equipment/machinery owned by the Council other than for duties pertaining to their work for the Council was not permitted had been sent to relevant staff.

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 8.20pm

Cllr Yelland
Chairman

DRAFT