

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 8th 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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| 384 <u>Declarations of Interest</u> – None | |
| 385 <u>Apologies for Absence</u> – Cllrs Cummings, Tolley and Weekes | |
| 386 <u>Deferment of Business</u> – None | |
| 387 <u>Members' Questions</u> – None | |
| 388 <u>Minutes</u> – The minutes of the Policy and Resources Committee meeting held on 10 th September 2018 was APPROVED and signed by the Chairman on the proposition of Cllr Marsh, seconded by Cllr Leech. | |
| 389 <u>Matters Arising</u> - | |
| 389.1 Lloyds Bank Account and On-Line Banking – On-line access for 3 Councillors, the Clerk and Assistant Clerk was set up and on-line payments had commenced. | |
| 389.2 Mayors Account – Confirmation of the type of account that should be opened was required. | |
| 389.3 RoSPA Play Safety Inspection Course – The Committee noted that the course had been booked for 21 st November. | |
| 389.4 Payroll – The Clerk reported that the last payroll made by the service supplier would be in November 2018. Payroll software options were being investigated. | |
| 389.5 Confidential Waste – The Committee noted that a new shredder had been purchased and was in use. | |
| 390 <u>Grant Applications</u> – The Committee considered the following applications for a Town Council grant: | |
| 390.1 2443 Okehampton Sqn RAFAC – On the proposition of Cllr Marsh, seconded by Cllr Vachon, it was RESOLVED 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 | |

	suggested that Okehampton Hamlets Parish Council be contacted with regards to grant funding.	Clerk
390.2	Okehampton Carnival Committee – Cllr Marsh declared a personal interest. On the proposition of Cllr Leech, seconded by Cllr Goffey (1 abstention), it was RESOLVED to award a grant of £1,000 towards the running of the annual carnival.	Clerk
391	<u>Finances</u>	
391.1	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 st August 2018 (month 5) were APPROVED .	
391.2	On the proposition of Cllr Marsh, seconded Cllr Goffey, the schedule of payments was APPROVED	
392	<u>Internal Auditor</u> – The Committee noted that the interim visit was due to take place on 10 th October.	
393	<u>Councillor Audits</u> – Cllr Marsh reported that an audit of August bank reconciliations had been successfully undertaken.	
394	<u>Assistant Caretaker Appointment</u> – It was noted that Mr Paul Tucker had commenced employment for the Council on 1 st October.	
395	<u>Review of Policies and Documents</u> –	
395.1	On the proposition of Cllr Goffey, seconded by Cllr Vachon, it was RESOLVED that the Wood/Logs Policy be recommended to full Council for approval.	Clerk
395.2	On the proposition of Cllr Cushing, seconded by Cllr Goffey, it was RESOLVED 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 RESOLVED 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 RESOLVED 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
395.3	The Committee noted the documents and policies that required reviewing, Policy Working Group to convene; <ul style="list-style-type: none"> • Maternity, Adoption and Paternity Policy • Shared Parental Leave Policy 	
396	<u>Members’ Reports and Requests for Agenda Items</u> -	
	(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 3rd 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 18th September and the next was on 6th November.
- (v) Okehampton and District Community Transport Group (Cllr Leech) – A coffee morning was due to be held on 13th 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**