

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 14th January 2019 at 7pm in the Council Chamber,
Town Hall, Okehampton**

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

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

In Attendance: Mrs E James (Town Clerk)
1 Member of the Public

- | | Action |
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| 629 In the absence of both the Committee Chairman and Vice-Chairman the Clerk requested nominations for an Acting Chairman. On the proposition of Cllr Carpenter, seconded by Cllr Tolley, it was RESOLVED that Cllr Goffey Chair the meeting. | |
| 630 <u>Declarations of Interest</u> – Cllrs Ireland, Carpenter and Goffey declared a personal interest in relation to Ref 635.1 | |
| 630 <u>Apologies for Absence</u> – Cllrs Cummings, Yelland and Leech | |
| 631 <u>Deferment of Business</u> – None | |
| 632 <u>Members' Questions</u> – None | |
| 633 <u>Minutes</u> – The minutes of the Policy and Resources Committee meeting held on 10 th December 2018 were APPROVED and signed by the Chairman on the proposition of Cllr Tolley, seconded by Cllr Vachon. | |
| 634 <u>Matters Arising</u> - | |
| 634.1 GDPR – The Clerk confirmed that personal details, apart from the applicant's name, should be removed from grant application forms. | |
| 634.2 Budget – The Internal Auditor had confirmed that the rollover of remaining funds in a budget element from one financial year to the next was permitted providing that each individual 'rolled over' amount was itemised and approved as part of the budget/precept setting process. | |
| 635 <u>Grant Applications</u> – The Committee considered the following application for a Town Council grant: | |
| 635.1 Okehampton United Charity – Cllr Leech's emailed comment querying why the allotments running at a loss was read out. | |

(Cllr Marsh arrived and declared a personal interest in this item of business)

Cllr Marsh advised that the allotment rent would be increasing in September and that the legal process for such increases meant that at least 12 months'

notice had to be given, there was also a limit as to how much it could be increased.

On the proposition of Cllr Weekes, seconded by Cllr Tolley (4 abstentions), it was **RESOLVED** to award a grant of £1,102.84 to assist with the cost associated with the provision of the allotments.

Clerk

636 **Feedback from Grants Awarded** – The Committee noted feedback received from the following groups:

- Okehampton Community Archives
- Okement Rivers Improvement Group
- Okehampton Chamber of Trade

637 **Finances**

637.1 On the proposition of Cllr Marsh, seconded by Cllr Weekes the management accounts for the month ended 30th November 2018 (month 8) were **APPROVED**.

637.2 On the proposition of Cllr Marsh, seconded by Cllr Carpenter, the schedule of payments was **APPROVED**.

638 **2019/20 Budget and Precept** – The draft budget recommendations made by the Committees and cost options provided by the Clerk were considered as were emailed comments from Cllr Leech.

On the proposition of Cllr Marsh, seconded by Cllr Weekes, it was **RESOLVED** to recommend the budget to full Council as set out in Option 5 of the paper provided by the Clerk. This option included additional funds amounting to £5,000, the annual precept increase on a Band D property would be 5.73%, which would equate to £6.03 or £0.12p p/week.

On the proposition of Cllr Goffey, seconded by Cllr Marsh, it was **RESOLVED** to recommend to full Council that the additional funds be allocated as follows:

- £1,500 Charter Hall roof replacement (earmarked fund)
- £1,000 Town Hall boiler repairs/replacement (earmarked fund)
- £2,000 Marketing budget
- £500 Operation London Bridge preparations and 800th Charter Anniversary celebrations

639 **Councillor Audits** – Cllr Marsh reported that an audit of bank reconciliations up to the end of November had been undertaken as had an audit of BACS payments made. There were no issues arising.

640 **Review of Policies and Documents** –

640.1 On the proposition of Cllr Vachon, seconded by Cllr Tolley, it was **RESOLVED** that the following policies be recommended to full Council for approval following staff consultation.

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

Clerk

640.2 On the proposition of Cllr Vachon, seconded by Cllr Marsh, it was **RESOLVED** to recommend the Honorary Freeman (Freewoman) Policy to full Council for approval.

Clerk

On the proposition of Cllr Vachon, seconded by Cllr Cushing, it was **RESOLVED** that a Working Group consisting of Cllrs Goffey, Marsh and the Clerk convene to discuss the London Bridge Policy which would then be recommended to full Council for approval.

Clerk

On the proposition of Cllr Vachon, seconded by Cllr Tolley, it was **RESOLVED** to recommend the Councillor Induction Policy to full Council for approval.

Clerk

On the proposition of Cllr Vachon, seconded by Cllr Weekes, it was **RESOLVED** to recommend the Exclusive Right of Burial in Okehampton Cemetery Policy to full Council.

Clerk

640.3 The requirement for the review and updating of the following policies was noted:

- Discretions Policy
- Health & Safety Policy
- Lone Working Policy

Clerk

641 Members' Reports and Requests for Agenda Items -

- (i) Chamber of Trade (Cllr Carpenter) – Cllr Carpenter reported that she had been unable to attend the meeting.
- (ii) Citizens Advice (Cllr Leech) – Cllr Leech had provided a report advising that he did not have any recent information from the group.
- (iii) DALC Larger Councils Sub-Committee – The Clerk advised that there had not been a meeting since the last report but that DALC were currently without a County Secretary following the retirement of Lesley Smith. Details of an appointment following interviews in December for the position were awaited.
- (iv) Okehampton Fairtrade Group (Cllr Cushing) – Cllr Cushing reported that the date of the meeting had changed and was now on 16th January. The official status of the group had been successfully renewed for a further 2 years. Fairtrade Fortnight would commence on 23rd February.
- (v) Okehampton and District Community Transport Group (Cllr Leech) – A report from Cllr Leech was read out. The group would be using premises in the Arcade as a pop-up-shop venue in the next few months for which volunteers were required.

(The member of public left the meeting)

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 Weekes, seconded by Cllr Vachon.

642 Debtors Outstanding – The report on progress provided by the Clerk was positive.

Action

643 Apprenticeship – On the proposition of Cllr Marsh, seconded by Cllr Weekes, it was **RESOLVED** to recommend the proposals of the Personnel Sub-

Committee for the appointment of a Horticultural Apprentice to full Council for ratification and commencement of the recruitment process.

Clerk

644 **Staffing Matters** – The Clerk had no updates or issues to report upon.

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

The meeting was closed at 8.05pm

Cllr Yelland
Chairman