

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 4th March 2019 at 7pm in the Council Chamber,
Town Hall, Okehampton**

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

	Action
770 <u>Declarations of Interest</u> – Cllr Leech declared a personal interest in Min Ref 776.1 as lead Member for WDBC	
771 <u>Apologies for Absence</u> – Cllrs Cummings and Rush	
772 <u>Deferment of Business</u> – None	
773 <u>Members' Questions</u> – Cllr Cushing asked if car park income at Simmons Park had increased or decreased because of the recently added 3 hourly charge. To be included on the Parks Committee meeting agenda	Clerk
774 <u>Minutes</u> – The minutes of the Policy and Resources Committee meeting held on 11 th February 2019 were APPROVED and signed by the Chairman on the proposition of Cllr Marsh, seconded by Cllr Tolley.	
775 <u>Matters Arising</u> – None	
776 <u>Grant Applications</u> – The Committee considered the following applications for a Town Council grant:	
776.1 Citizens Advice TNMWD – On the proposition of Cllr Marsh, seconded by Cllr Weekes (1 abstention), it was RESOLVED to award a grant of £4,000 to support the work of the group in Okehampton.	Clerk
776.2 Wren Music - On the proposition of Cllr Weekes, seconded by Cllr Carpenter, it was RESOLVED to award a grant of £500 to help fund the workshops as part of the Okehampton Lanterns project.	Clerk
777 <u>Feedback from Grants Awarded</u> – The Committee noted feedback received from Okehampton Fairtrade Group	
778 <u>Finances</u>	
778.1 On the proposition of Cllr Goffey, seconded by Cllr Weekes the management accounts for the month ended 31 st January 2018 (month 10) were APPROVED .	
778.2 On the proposition of Cllr Marsh, seconded by Cllr Carpenter, the schedule of payments was APPROVED .	

779	<u>Councillor Audits</u> – Cllr Marsh reported the audits for February had not yet taken place as some bank statements were awaited; the online banking audits would be undertaken at the same time.	
780	<u>Pay Scales and Allowances</u> – On the proposition of Cllr Leech, seconded by Cllr Tolley, it was RESOLVED to approve the pay scales and allowances for 2019/20 as agreed by the NJC for Local Government Services and revised staff scale points for implementation from 1 st April 2019.	Clerk
781	<u>Annual Subscriptions</u> – It was noted that it was likely the Chamber of Trade was to be dissolved and the Horticultural Magazine subscription had been cancelled. On the proposition of Cllr Tolley, seconded by Cllr Goffey it was RESOLVED to approve the annual subscriptions and to recommence the Mace Bearer subscription for 1 volunteer, if required.	Clerk
782	<u>Regular Direct Debits, Standing Orders and BACS Transactions</u> - On the proposition of Cllr Marsh, seconded by Cllr Weekes it was RESOLVED to approve the schedule.	
783	<u>Payment of Expenses following the Elections</u> – On the proposition of Cllr Marsh, seconded by Cllr Leech, it was RESOLVED to recommend to full Council the delegation of the payment of invoices to the Clerk and Assistant Clerk following the elections on 2 nd May 2019 in the event that there are not enough Members as bank signatories or the Council is inquorate, until such time as the situation is resolved providing that the schedules of payments are audited fortnightly.	Clerk
784	<u>NALC Local Council EXPO</u> - On the proposition of Cllr Tolley, seconded by Cllr Goffey it was RESOLVED to approve the attendance of the Clerk and Assistant Clerk at the event being held in Droitwich on 21 st June and an overnight stay as required.	
785	<u>Review of Policies and Documents</u> –	
785.1	On the proposition of Cllr Weekes, seconded by Cllr Tolley, it was RESOLVED that the following policy be recommended to full Council for approval. <ul style="list-style-type: none"> • Snow and Ice Management Policy 	Clerk
785.2	The requirement for the review and updating of the following policies was noted: <ul style="list-style-type: none"> • Financial Regulations • Financial Risk Assessment • Investment Strategy • Internal Control Statement 	Clerk
786	<u>Members' Reports and Requests for Agenda Items</u> - (i) Chamber of Trade (Cllr Carpenter) – It was reported that the group was likely to be dissolved and that ringfenced money for Christmas Lights and the Food and Drink Festival had been transferred to Everything Okehampton who would continue to run the events. (ii) Citizens Advice (Cllr Leech) – It was reported that client numbers had increased by 53% in 2018/19. (iii) DALC Larger Councils Sub-Committee (Cllr Yelland & the Clerk) – Cllr Yelland reported that DALC were splitting from Devon	

Communities Together and setting up on their own. Staff vacancies had been advertised and they would be employed by DALC. It was anticipated the changes would be implemented from 1st May.

- (iv) **Okehampton Fairtrade Group** (Cllr Cushing) – Cllr Cushing reported that Fairtrade Fortnight was underway. Cllr Carpenter had attended 2 events earlier today and Cllr Marsh had been to the ‘Go Bananas’ tea party. The Food and Film evening was being held on 9th March and the next meeting was scheduled for 1st May.
- (v) **Okehampton and District Community Transport Group** (Cllr Leech) Cllr Leech had been unable to attend the last meeting. The pop-up shop in the arcade had moved to a different location. These small transport groups were at risk of being wiped out due to a High Court case and the possible implications arising from it.

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.

787 **Debtors Outstanding** – An update was provided by the Clerk and noted by the Committee

Action

(Cllrs Ireland and Holt left the meeting)

788 **Apprenticeship Vacancy** – The Clerk reported that interviews had taken place. On the proposition of Cllr Weekes, seconded by Cllr Marsh, it was **RESOLVED** to appoint the preferred candidate subject to a successful work trial and the agreement of Duchy College.

Clerk

789 **Staffing Matters** – The Clerk reported that appraisals were being undertaken during February and March. C Ellis’ position had been confirmed following the 6-month probationary period. On the proposition of Cllr Yelland, seconded by Cllr Leech, it was **RESOLVED** to update the job description.

Clerk

A further staffing matter was reported upon by the Clerk.

On the proposition of Cllr Leech, seconded Cllr Weekes, it was **RESOLVED** to exit and ratify decisions made in Part Two and the Chairman closed the meeting at 7.45pm

Cllr Yelland
Chairman