

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 11th February 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 V Cushing
Councillor P Vachon
Councillor B Tolley
Councillor T Cummings

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

In Attendance: Mrs E James (Town Clerk)

711 **Declarations of Interest** – None

712 **Apologies for Absence** – Cllrs Goffey and Leech

713 **Deferment of Business** – None

714 **Members' Questions** – None

715 **Minutes** – The minutes of the Policy and Resources Committee meeting held on 14th January 2019 were **APPROVED** and signed by the Chairman on the proposition of Cllr Tolley, seconded by Cllr March with a correction to a date at Min Ref 641 (iv) which should have been 23rd February, not 25th.

716 **Matters Arising** -

716.1 **Apprenticeship** – An advert for a Horticulture and Landscaping Apprentice had been published.

717 **Grant Applications** – The Committee considered the following application for a Town Council grant:

717.1 **Okehampton Fairtrade Group** – On the proposition of Cllr Marsh, seconded by Cllr Tolley, it was **RESOLVED** to award a grant of £250 to assist in funding events during Fairtrade Fortnight.

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

- Ockment Centre
- Tor Support Services
- Okehampton & District Community Transport Group for a grant awarded in 2017/18

719 **Finances**

719.1 Cllr Cushing reported that she had compared car park receipts for the same period in the previous year and the income from one had decreased, but increased from another.

On the proposition of Cllr Cummings, seconded by Cllr Tolley the management accounts for the month ended 31st December 2018 (month 9) were **APPROVED**.

719.2 On the proposition of Cllr Weeks, seconded by Cllr Cummings, the schedule of payments was **APPROVED**.

Action

Clerk

720 **Councillor Audits** – Cllr Marsh reported that an audit of bank reconciliations for December 2018 and January 2019 had been undertaken as had an audit of BACS payments made since the last report. There were no issues arising.

721 **Council Email** – On the proposition of Cllr Weekes, seconded by Cllr Cushing it was **RESOLVED** to permit the Clerk to arrange for emails to be accessible from the Council laptop and her home computer. When working from home is planned the laptop should be used, in an emergency or unplanned period the home pc can be used.

Clerk

722 **Review of Policies and Documents** –

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

- Health and Safety Policy
- Lone Working Policy

Clerk

722.2 The requirement for the review and updating of the following policies was noted, and that the relevant Committee Chairman, and the Mayor would be consulted:

- Planning Policy
- Emergency Plan
- Simmons Park and Kempley Meadows Management Plan

Clerk

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

(i) **Chamber of Trade** (Cllr Carpenter) – Cllr Marsh, in the absence of Cllr Carpenter, reported that the AGM had been held and no Chairman, Secretary or Treasurer had come forward, and it was likely the group would dissolve. Events would possibly be held under the name of Everything Okehampton who would be organising the Food and Music Festival in 2019.

Cllr Marsh also reported for information on The Charities of Holditch and Others for information of the Committee.

(ii) **Citizens Advice** (Cllr Leech) – No report

(iii) **DALC Larger Councils Sub-Committee** (Cllr Yelland & the Clerk) – The next meeting was on 14th February

(iv) **Okehampton Fairtrade Group** (Cllr Cushing) – Cllr Cushing reported that Fairtrade Fortnight was coming up at the end of February and the next meeting was on 1st May.

(v) **Okehampton and District Community Transport Group** (Cllr Leech) No report

There being no Part 2 issues which required reporting upon, the meeting was closed at 7.25pm

**Cllr Yelland
Chairman**