

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting  
held on Monday 15<sup>th</sup> April 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  
Councillor B Rush

**In Attendance:** Mrs E James (Town Clerk)  
4 members of the public

**859**    **Declarations of Interest** – None

**860**    **Apologies for Absence** – Cllr Cummings

**861**    **Deferment of Business** – None

**862**    **Members' Questions** – None

**863**    **Minutes** – The minutes of the Policy and Resources Committee meeting held on 4<sup>th</sup> March 2019 were **APPROVED** and signed by the Chairman on the proposition of Cllr Marsh, seconded by Cllr Goffey.

**864**    **Matters Arising** –  
Annual Subscription – It was noted that a subscription for the Guild of Mace Bearers had been purchased.

**865**    **Grant Applications** – The Committee considered the following applications for a Town Council grant:

**865.1**    **La Folia Music Ltd** – On the proposition of Cllr Marsh, seconded by Cllr Weekes (1 abstention), it was **RESOLVED** not to award a grant to the group as the project was based outside of the town and there was no evidence of any direct benefit to residents of Okehampton.

**866**    **Finances**

**866.1**    A query by Cllr Marsh regarding a debtor would be raised under Part 2 of the meeting.

On the proposition of Cllr Tolley, seconded by Cllr Vachon the management accounts for the month ended 28<sup>th</sup> February 2019 (month 11) were **APPROVED**.

**866.2**    On the proposition of Cllr Goffey, seconded by Cllr Marsh, the schedule of payments was **APPROVED**.

*(2 members of the public arrived)*

**Action**

**Clerk**

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|-------|---|-------|
| 866.3 | On the proposition of Cllr Marsh, seconded by Cllr Weekes, it was <b>RESOLVED</b> to approve the setting up of direct debit payments to WDBC for the payment of Non-Domestic Rates on a monthly basis and the forms were signed.  | Clerk |
| 866.4 | The Business Fixed Rate Saver account which was due to mature at the end of April was reviewed and on the proposition of Cllr Vachon, seconded by Cllr Carpenter it was <b>RESOLVED</b> to reinvest the funds for a further year in a Fixed Rate Saver account.   | Clerk |
| 866.5 | The Committee noted that a donation had been received in the sum of £1,109 from the Dartmoor Arts Society towards the cost of the new projector screen in the Charter Hall and a vote of thanks was proposed by Cllr Yelland, seconded by Cllr Goffey.  |       |
| 867   | <b>Councillor Audits</b> – Cllr Marsh reported that the bank reconciliations for February and the online banking audit checks had been undertaken and there were no issues to report.   |       |
| 868   | <b>Audit Reports</b> – The Clerk updated the Committee regarding actions that had been taken following the most recent reports and that the remaining actions from the Internal Auditors report in the autumn related to the Charities on which work was ongoing, as had been reported recently to full Council, and could not be completed at this time.   |       |
|       | In relation to the External Auditor Report the Clerk advised that the comments made in the report had been addressed as previously reported to the Council.   |       |
| 869   | <b>Insurance</b> – It was noted that the insurance policies had been renewed in line with the 3 year agreement of which this was the 2 <sup>nd</sup> year and that a Cyber Insurance policy had been included.  |       |
| 870   | <b>IT Systems Review</b> – It was agreed that a Task and Finish Working Group would be included on the Annual Meeting agenda with a remit of reviewing the Council's IT systems to include Councillor emails, a projector or similar screen in the Chamber and Wi-Fi as well as the all IT systems in use with a view to reducing paper usage, improving systems, ensuring compliance with regulations etc. | Clerk |
| 871   | <b>Public Sector Bodies (Websites and Mobile Applications) No. 2) Accessibility Regulations 2018</b> – The regulations were noted and it was agreed to include a review of the website in the IT System Review.   | Clerk |
| 872   | <b>Review of Policies and Documents</b> –   |       |
| 872.1 | On the proposition of Cllr Marsh, seconded by Cllr Leech, it was <b>RESOLVED</b> that the following policies be recommended to full Council for approval. <ul style="list-style-type: none"> <li>• Financial Regulations</li> <li>• Financial Risk Assessment</li> <li>• Investment Strategy</li> <li>• Internal Control Statement</li> </ul>   | Clerk |
| 872.2 | The requirement for the review and updating of the following policies was noted: <ul style="list-style-type: none"> <li>• Asbestos Management Plan</li> <li>• Freedom of Information/Publication Scheme</li> <li>• Safeguarding Policy</li> </ul>   | Clerk |

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

- (i) **Chamber of Trade** (Cllr Carpenter) – It was reported that the group had disbanded and the accounts would be finalised and closed at the end of April.
- (ii) **Citizens Advice** (Cllr Leech) – There had been an increase in client numbers since the introduction of Universal Credit. A national move was being made to review the phone system following the increase and recent issues.
- (iii) **DALC Larger Councils Sub-Committee** (Cllr Yelland & the Clerk) – Cllr Yelland reported that DALC were moving to a location in Cheriton Bishop following their split from Devon Communities Together. New members of staff had been appointed.
- (iv) **Okehampton Fairtrade Group** (Cllr Cushing) – Cllr Cushing reported that a Food and Film evening had been held on 9<sup>th</sup> March and the next meeting was scheduled for 1<sup>st</sup> May.
- (v) **Okehampton and District Community Transport Group** (Cllr Leech) There had been no meeting to report on but the recent coffee morning had been well attended. Empty premises for use as a pop-up shop were being sought.

*(Members of the 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 Leech, seconded by Cllr Goffey.

- 874 Debtor** – A query was raised by Cllr Marsh about a debtor. The Clerk explained that the accounts were dated the end of February and the amount owing had likely been paid but she would check and report at the next meeting.

**Action**

Clerk

*(The Clerk left the meeting)*

- 875 Clerk's Appraisal** – On the proposition of Cllr Goffey, seconded by Cllr Marsh, it was **RESOLVED** to award the Clerk an increase in salary by 1 spine point effect from 3<sup>rd</sup> July 2019, the anniversary of her appointment, following her recent appraisal/performance review.

Clerk

*(The Clerk re-joined the meeting and Cllr's Holt, Rush and Ireland left)*

**876 Staffing Matters** –

- 876.1 Apprenticeship Contract** – On the proposition of Cllr Marsh, seconded by Cllr Goffey it was **RESOLVED** to ratify the draft employment contract agreement for the Horticultural and Landscape Apprentice as recommended by the Personnel Sub-Committee.

Clerk

- 876.2 Review of Job Description** – On the proposition of Cllr Goffey, seconded by Cllr Tolley it was **RESOLVED** to ratify the amended job description of a member of staff following recent appraisal/development reviews as recommended by the Personnel Sub-Committee.

Clerk

- 876.3 Parks Staffing** – On the proposition of Cllr Marsh, seconded by Cllr Tolley it was **RESOLVED** to ratify the Personnel Sub-Committee recommendation that the position be advertised for a permanent part-time Groundsman to work 4

days a week in the summer months and 3 days a week over the winter, along with the proposed salary scale, job description and person specification.

Clerk

**876.4** On the proposition of Cllr Yelland, seconded by Cllr Marsh it was **RESOLVED** to ratify the Personnel Sub-Committee recommendation for contractor/s to be approached with a view to assisting with a job role as necessary in the coming weeks/months.

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 8pm

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**Cllr Yelland**  
**Chairman**