

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 15th July 2019 at 7pm in the Council Chamber,
Town Hall, Okehampton**

Committee Members Present: Councillor B Tolley (Chairman)
Councillor J Yelland (Mayor)
Councillor T Leech (Chairman, Planning)
Councillor C Marsh (Chairman, Parks)
Councillor P Vachon (Chairman, Property)
Councillor G Button
Councillor P Jessop
Councillor D Sanger

Other Members Present: Councillor Miss C Holt
Councillor M Ireland

In Attendance: Mrs E James (Town Clerk)

- | | Action |
|---|---------------|
| 166 <u>Apologies for Absence</u> – Cllrs Penna and Tucker | |
| 167 <u>Declarations of Interest</u> –
Cllr Marsh declared a personal interest in Min Ref 172.1 and 172.2 being the Treasurer of both Groups.
Cllrs Ireland and Vachon declared personal interests in Min Ref 172.2 being members of the group | |
| 168 <u>Deferment of Business</u> – None | |
| 169 <u>Members' Questions</u> – None | |
| 170 <u>Minutes</u> – The minutes of the Policy and Resources Committee meeting held on 17 th June 2019 were APPROVED and signed by the Chairman on the proposition of Cllr Yelland, seconded by Cllr Jessop. | |
| 171 <u>Matters Arising</u> – None | |
| 172 <u>Grant Applications</u> – The Committee considered the following applications for a Town Council grant: | |
| 172.1 <u>Okement Rivers Improvement Group</u> – On the proposition of Cllr Yelland, seconded by Cllr Leech (1 abstention), it was RESOLVED to award a grant of £500 towards the running costs which incorporate insurance, training, purchase of replacement litter pickers, black bags and yearly maintenance of seats. | Clerk |
| 172.2 <u>Okehampton Community Archives</u> – On the proposition of Cllr Yelland, seconded by Cllr Button (2 abstentions), it was RESOLVED to award a grant of £500 for the purchase of a new photocopier and ink allowing the copying of material loaned to the group, assistance with rent and ongoing costs. | Clerk |
| 173 <u>Feedback from Grants Awarded</u> – A letter received from the Museum of Dartmoor Life thanking the Council for the grant awarded to them was read out. The Committee noted the suggestion that they could attend a meeting to share their plans, to be given to inviting to attend the Annual Town Assembly. | Clerk |
| 174 <u>Finances</u> - On the proposition of Cllr Marsh, seconded by Cllr Leech, the schedule of payments was APPROVED . | |

- 175 **Councillor Audits** – Cllr Marsh reported she had that morning undertaken audit checks of the bank reconciliations and online banking payments to date, and there were no issues to report.
- 176 **Groundsperson** – The Committee noted that Mr Neil Cleave had commenced work on 8th July.
- 177 **Council Archive** – A request by the Clerk for additional paid hours for office staff to expedite the cataloguing and archiving of the documentation held in storage was considered.
On the proposition of Cllr Yelland, seconded by Cllr Marsh, it was **RESOLVED** that up to a total of 8 additional hours in total could be worked per week by staff members specifically for this purpose, progress to be reviewed after 3 months.
- 178 **Review of Policies and Documents** –
- 178.1 On the proposition of Cllr Marsh, seconded by Cllr Leech, it was **RESOLVED** that the following policy be recommended to full Council for approval:
- Data Security Breach Response Policy & Procedure
- Clerk
- 178.2 On the proposition of Cllr Vachon, seconded by Cllr Jessop, it was **RESOLVED** that the following Committee Terms of Reference be recommended to full Council for approval:
- Property Committee
 - Emergency Committee
- Clerk
- 178.3 The requirement for Terms of References for the Working Groups to be considered was noted.
- Clerk
- 179 **Reports of Council Working Groups -**
- 179.1 **800th Anniversary of the Market Charter in 2020** – Cllr Marsh reported that the group had met and members had been tasked with research work, more details would follow after the next meeting. A potential date of 27th June 2020 was being considered which would link with the Food and Music Festival.
Cllr Yelland suggested that a Royal Visit be requested.
- 179.2 **Civic Regalia Review** – The group had met to discuss the Chains and Robes, Cllr Tolley provided an update and a report from the Clerk was circulated and considered.
- On the proposition of Cllr Marsh, seconded by Cllr Leech, it was **RESOLVED** to send the Chains to Fattorini for inspection, recommendations for repairs and options for the future including reconfiguration and setting on velvet, subject to consultation with the Council's insurer, and for costings for a valuation whilst it is in their possession.
- Clerk
- On the proposition of Cllr Marsh, seconded by Cllr Jessop, it was **RESOLVED** to send all of the robes to Michaels Civic Robes for condition inspection, reports and recommendations, with a view to cleaning being undertaken prior to them being returned, subject to consultation with the Councils insurer.
- Clerk
- 179.3 **Investment** – Meeting to be arranged in due course
- 179.4 **IT System Review** – Item to be considered under Part 2 later in the meeting

- 180 Members' Reports and Requests for Agenda Items –**
- 180.1** Citizens Advice – Cllr Button advised that in the 1st quarter of the year over 3000 clients had been assisted and a training course regarding local support services was being offered. A party in June or early July had been held in celebration of their 80th anniversary.
- 180.2** DALC Larger Councils Sub-Committee – No meeting had been held to report upon
- 180.3** Fairtrade – Cllr Button reported that the group had a stall at the recent Food and Music Festival at which a Hamper had been raffled. In total £90 had been made. St James' Trustees were thanked for allowing them to once again be sited outside of the Church. The next meeting was in September.
- 180.4** Okehampton & District Community Transport Group – The AGM was being held on Thursday and Cllr Leech reported that they had 3 nearly new mobility scooters currently for sale.
- 180.5** Twining Association – No report

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 Yelland, seconded by Cllr Leech.

- 181** Debtors – The query previously raised was reported upon by the Clerk and noted by the Committee.
- 182** Internal Auditor – Information and quotations received were reviewed and on the proposition of Cllr Leech, seconded by Cllr Vachon, it was **RESOLVED** to reappoint IAC Audit & Consultancy Ltd for a 3 year period.
- 183** IT Review – An overview of the meeting held by the Working Group and subsequent events was provided by Cllr Tolley and a paper produced by the Clerk was reviewed. The urgency of some of the issues was noted by the Committee.

On the proposition of Cllr Leech, seconded by Cllr Marsh it was **RESOLVED** that full Council be requested to give consideration to options for the updating and upgrading of the IT systems with a view to making a resolution to appoint a Contractor and approving the system to be installed allowing the work to take place as soon as possible.

Action

Clerk

Clerk

On the proposition of Cllr Marsh, seconded Cllr Leech, it was **RESOLVED** to exit and ratify decisions made in Part Two and the Chairman closed the meeting at 8.10pm

Cllr Tolley
Chairman