

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 17th June 2019 at 7pm in the Council Chamber,
Town Hall, Okehampton**

Committee Members Present: Councillor B Tolley Chairman
Councillor C Marsh (Chairman, Parks)
Councillor P Vachon (Chairman, Property)
Councillor J Yelland (Mayor)
Councillor G Button
Councillor M Tucker

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

In Attendance: Mrs E James (Town Clerk)

- | | | Action |
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| 97 | <u>Apologies for Absence</u> – Cllrs Leech, Penna, Goffey, Rush, Sanger and Jessop | |
| 98 | <u>Deferment of Business</u> – None | |
| 99 | <u>Members' Questions</u> – None | |
| 100 | <u>Minutes</u> – The minutes of the Policy and Resources Committee meetings held on 15 th April and 23 rd May 2019 were APPROVED and signed by the Chairman on the proposition of Cllr Yelland, seconded by Cllr Vachon. | |
| 101 | <u>Matters Arising</u> – Debtor – An update to be provided by the Clerk under Part 2 items of business. | |
| 102 | <u>Grant Applications</u> – Cllr Marsh declared a personal interest in Meldon Viaduct Company Ltd.
The Committee considered the following applications for a Town Council grant: | |
| 102.1 | <u>Museum of Dartmoor Life</u> – On the proposition of Cllr Vachon, seconded by Cllr Marsh, it was RESOLVED to award a grant of £3,500 to support the maintenance of the museum and £1,500 to assist with the running of the tourist information facility. | Clerk |
| 102.2 | <u>Meldon Viaduct Company Ltd</u> – On the proposition of Cllr Vachon, seconded by Cllr Yelland (1 abstention), it was RESOLVED to award a grant of £500 to contribute to the Trust's repairs and renewals fund for 2019/20. | Clerk |
| 103 | <u>Feedback from Grants Awarded</u> – Communication received from Torridge, North, Mid & West Devon Citizens Advice thanking the Council for the grant of £4,000 which assisted in helping them continue to provide a free service to parishioners was read out. | |
| 104 | <u>Finances</u> - On the proposition of Cllr Marsh, seconded by Cllr Vachon the management accounts for the months ended 31 st March 2019 (month 12), | |
| 104.1 | 30 th April 2019 (month 1) and 31 st May 2019 (month 2) were APPROVED . | |
| 104.2 | On the proposition of Cllr Marsh, seconded by Cllr Tolley, the schedule of payments was APPROVED . | |

105 **Councillor Audits** – Cllr Marsh reported that bank reconciliations and the online banking audit checks to date had been undertaken and there were no issues to report.

106 **Internal Audit Reports** – The previously circulated reports and recommendations made during the audits were considered, and the actions taken were noted. A query was raised in relation to a point on the interim report from October 2018 regarding the withdrawing and depositing of cash on the same day and the suggestion by the auditor that a cash control account to omit this was set up. The Clerk reported that this was in contravention of the Councils Financial Regulations and best practice and that the Council had previously resolved not to change the process.

107 **Review of Policies and Documents** –

107.1 On the proposition of Cllr Vachon, seconded by Cllr Tucker, it was **RESOLVED** that the following policies be recommended to full Council for approval, with the exception of the Simmons Park and Kempley Meadows Management Plan which was referred back to the Parks Committee for the consideration of the addition of information regarding signage and cycling in the park.

- Freedom of Information Publication Scheme
- Memorial Management Policy
- Safeguarding Policy
- Waste Management and Recycling Policy

It was recommended that Safeguarding Training be provided for all staff and it was noted that staff did not meet the eligibility criteria for DBS checks to be undertaken.

Clerk

107.2 On the proposition of Cllr Yelland, seconded by Cllr Tucker, it was **RESOLVED** that the following Committee Terms of Reference be recommended to full Council for approval:

- Parks Committee
- Personnel Sub-Committee
- Policy & Resources Committee

Clerk

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

- Data Security Breach Response Policy & Procedure

Clerk

108 **Reports of Council Working Groups** -

108.1 800th Anniversary of the Market Charter in 2020 – Meeting scheduled to take place in July

108.2 Civic Regalia Review – Meeting scheduled to take place on 10th July

108.3 Investment – Meeting to be arranged in due course

108.4 IT System Review – Meeting scheduled for 26th June

109 **Members' Reports and Requests for Agenda Items** –

109.1 Citizens Advice – No report

109.2 DALC Larger Councils Sub-Committee – Cllr Tolley and the Clerk had attended the recent meeting. Items raised included; The Devon Climate Declaration and a recommendation was made that DALC sign up and a Task & Finish Group be set up to look further into ways

that local Councils could have an impact and work together. Local Councils were also urged to sign up to the declaration.

A South West Mutual bank was in the process of being formulated and anticipated being ready to operate in 2021/22.

The DALC Conference date was confirmed as being 23rd October.

109.3 Fairtrade – Cllr Button reported that she had attended the meeting on 12th June, the Food and Music Festival was coming up at the end of the June, and she would be attending the annual Conference in Exeter in October. Fairtrade Fortnight was Planned for February or March 2020.

109.4 Okehampton & District Community Transport Group – No report

109.5 Twinning Association – Cllr Tucker had been unable to attend the AGM.

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 Vachon, seconded by Cllr Yelland.

110 Debtors – A query was raised at the previous meeting was reported upon; further clarification was requested. The position of another matter was also noted

Action

Clerk

(Cllrs Holt and Ireland left the meeting)

111 Staffing Matters –

111.1 Apprenticeship – The Clerk provided an update regarding previous matters and on the proposition of Cllr Marsh, seconded by Cllr Vachon, it was **RESOLVED** that the Clerk confirm travel arrangements as agreed following consideration of the Clerk’s report.

Clerk

Cllr Tucker declared an interest, being the parent of a member of staff, and left the meeting along with the Clerk.

111.2 A request the Clerk had received from a member of staff, item 2 of the briefing paper, was discussed and on the proposition of Cllr Marsh, seconded by Cllr Yelland, a **RESOLUTION** was agreed and Cllr Yelland would liaise with the Clerk.

(The Clerk and Cllr Tucker returned)

On the proposition of Cllr Yelland, seconded Cllr Vachon, it was **RESOLVED** to exit and ratify decisions made in Part Two and the Chairman closed the meeting at 8.05pm

Cllr Tolley
Chairman