

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 11th November 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 D Sanger

Other Members Present: Councillor J Goffey
Councillor C Holt
Councillor M Ireland
Councillor P Jessop
Councillor D Travers

In Attendance: Mrs E James (Town Clerk)

		Action
449	<u>Apologies for Absence</u> – Apologies received from Cllr Tucker due to illness and Cllr Penna due to work commitments were noted and APPROVED on the proposal of Cllr Goffey, seconded by Cllr Yelland.	
450	<u>Declarations of Interest</u> – None	
451	<u>Deferment of Business</u> – None	
452	<u>Members' Questions</u> – None	
453	<u>Minutes</u> – The minutes of the Policy and Resources Committee meeting held on 14 th October 2019 were APPROVED and signed by the Chairman on the proposition of Cllr Yelland, seconded by Cllr Sanger.	
454	<u>Matters Arising</u> –	
454.1	<u>Marketing Material</u> – On the proposition of Cllr Sanger, seconded by Cllr Leech, it was RESOLVED that the Clerk purchase items as on the circulated paper with the addition of the Facebook logo and 2 table runners instead of a tablecloth.	Clerk
455	<u>Grant Applications</u> – The Committee considered the following application for a Town Council grant:	
455.1	2443 Okehampton Sqn RAF Air Cadets – On the proposition of Cllr Yelland, seconded by Cllr Sanger (1 abstention), it was RESOLVED to award a grant of £500 towards the cost of the purchase of 3 laptops and 8 tablets for use by Cadets for their training, lessons, research and exams.	Clerk
456	<u>Finances</u> -	
456.1	The accounts were tabled and a query posed regarding the high level of unpresented payments which the Clerk advised was due to the swapping of funds from one bank to another. On the proposition of Cllr Marsh, seconded by Cllr Yelland (2 abstentions), the management accounts for month ended 30 th September 2019 (month 6) were APPROVED .	
456.2	On the proposition of Cllr Yelland, seconded by Cllr Sanger the schedule of payments was APPROVED .	

- 457 **Budget 2020/21** – The Clerk advised that WDBC’s Hub Committee had approved the proposal to no longer provide Town and Parish Councils the Council Tax Support Grant commencing from April 2020, although this had yet to be ratified. Further consideration of the budget would take place in December.
- 458 **Councillor Audits** – Cllr Marsh reported she had undertaken audit checks of the bank reconciliations and online banking payments to date, and there were no issues to report.
- 459 **Review of Policies and Documents** –
- 459.1 On the proposition of Cllr Sanger, seconded by Cllr Leech, it was **RESOLVED** that the Financial Risk Assessment/Management plan that had been revised to include the Lloyds Debit Card be recommended to full Council for approval.
- 460 **Reports of Council Working/Task & Finish Groups** –
- 460.1 **Anniversaries of Markets, Fairs and Charters** – A meeting had been held and it was hoped to hold an event at the end of June 2020 in the Charter Hall showcasing the history of markets, fairs and charters with other groups being invited to take part.
- 460.2 **Civic Regalia Review** – Options and costings had been received and a meeting was due to take place later in the month
- 460.3 **Investment** – Meeting to be arranged at some future point
- 460.4 **IT System Review** – A meeting had taken place and the feasibility of a VoIP based phone system was being investigated which could result in a saving of around 70% on phone bills.
- 460.5 **75th Anniversary of VE & VJ Days in 2020** – Organisations were about to be contacted to ascertain if they had any plans for these events and possible costs were being investigated.
- 461 **Members’ Reports and Requests for Agenda Items** –
- 461.1 **Citizens Advice** – Cllr Button reported that she was hoping to meet with members of the CA in the next few weeks with a view to obtaining more localised information regarding their service in Okehampton.
- 461.2 **DALC Larger Councils Sub-Committee** – Cllr Tolley had been unable to attend the AGM and Conference along with the Clerk and Assistant Clerk. The Clerk reported that it had been very well attended, that subscriptions to DALC for 2020/21 would be increased by 2.5% and DALC were changing status to a Company Limited by Guarantee in April 2020. The next meeting of the Sub-Committee was on 14th November.
- 461.3 **Fairtrade** – No meeting had been held.
- 461.4 **Okehampton & District Community Transport Group** – Cllr Leech reported that more volunteer drivers were needed in some areas, the recent coffee morning had raised £500 towards the purchase of a new minibus which would cost around £76K. Christmas Bingo was being held on 28th November and a Quiz in December. The pop-up shop planned for December was unable to go ahead and various trips had been arranged.

Clerk

461.5 Twinning Association – No report had been received and due to the absence of Cllr Tucker consideration of a request that the role be extended to include international relationships was deferred until the next 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 Marsh.

462 Debtors – The Clerk provided an update which was noted.

Action

On the proposition of Cllr Leech, seconded Cllr Sanger, it was **RESOLVED** to exit Part Two.

The Chairman closed the meeting at 7.45pm

Cllr Tolley
Chairman