

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting  
held on Monday 14<sup>th</sup> October 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 Penna

**In Attendance:** Mrs E James (Town Clerk)

	<b>Action</b>
<p><b>373</b> <b><u>Apologies for Absence</u></b> – Apologies received from Cllr Tucker due to work commitments was noted and <b>APPROVED</b> on the proposal of Cllr Yelland, seconded by Cllr Goffey.</p>	
<p><b>374</b> <b><u>Declarations of Interest</u></b> – Cllr Leech declared a personal interest in Ref 379.3 being the council representative on the group  Cllr Yelland declared an interest in Ref 380.2 having made an expense claim</p>	
<p><b>375</b> <b><u>Deferment of Business</u></b> – None</p>	
<p><b>376</b> <b><u>Members' Questions</u></b> – None</p>	
<p><b>377</b> <b><u>Minutes</u></b> – The minutes of the Policy and Resources Committee meeting held on 9<sup>th</sup> September 2019 were <b>APPROVED</b> and signed by the Chairman on the proposition of Cllr Yelland, seconded by Cllr Sanger.</p>	
<p><b>378</b> <b><u>Matters Arising</u></b> – Council Archives; The Clerk advised that the new IT package included Microsoft Access which members of staff were investigating and starting to develop a database for the archiving of documentation.</p>	
<p><b>379</b> <b><u>Grant Applications</u></b> – The Committee considered the following applications for a Town Council grant:</p>	
<p><b>379.1</b> <b><u>Okehampton Armed Forces and Veterans Breakfast Club</u></b> – Cllr Tolley reported on work that the group was doing. On the proposition of Cllr Tolley, seconded by Cllr Leech, it was <b>RESOLVED</b> to award a grant of £500 towards the cost of flyers, flag and banner, website and hosting for the advertising and promotion of the club, and to request feedback in 6 months (April 2020) detailing how the grant had been spent.</p>	Clerk
<p><b>379.2</b> <b><u>Okehampton United Ecclesiastical Charity</u></b> – On the proposition of Cllr Leech, seconded by Cllr Vachon, it was <b>RESOLVED</b> to award a grant of £500 towards the cost of maintaining the clock.</p>	Clerk
<p><b>379.3</b> <b><u>Okehampton District Community Transport Group</u></b> – Cllr Leech reported that the group had investigated the feasibility of purchasing a hybrid vehicle but</p>	

	there wasn't anything suitable or affordable, being around 3 times the cost. On the proposition of Cllr Vachon, seconded by Cllr Yelland (1 abstention), it was <b>RESOLVED</b> to award a grant of £2,000 towards the purchase of a new 15 seater mini bus.	Clerk
<b>380</b>	<b><u>Finances -</u></b>	
<b>380.1</b>	Cllr Vachon commented that the revised version of the accounts circulated was much better and more easily understandable. On the proposition of Cllr Yelland, seconded by Cllr Sanger, the management accounts for month ended 31 <sup>st</sup> August 2019 (month 5) were <b>APPROVED</b> .	
<b>380.2</b>	On the proposition of Cllr Sanger, seconded by Cllr Tolley (1 abstention), the schedule of payments was <b>APPROVED</b> .	
<b>380.3</b>	On the proposition of Cllr Sanger, seconded by Cllr Leech, it was <b>RESOLVED</b> that a Lloyds Debit Card be obtained for use by the Town Clerk, prior approval of the Chairman, Vice-Chairman or Mayor to be sought for use over £300.	Clerk
	Financial Regulations and Risk Assessment to be reviewed.	Clerk
<b>381</b>	<b><u>Budget 2020/21</u></b> – Initial thoughts or requirements for the 2020/21 budget were requested by the Clerk.	Cllrs
<b>382</b>	<b><u>Councillor Audits</u></b> – 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.	
<b>383</b>	<b><u>Internal Audit</u></b> – It was noted that the interim internal audit was due to be undertaken on 13 <sup>th</sup> November.	
<b>384</b>	<b><u>Review of Policies and Documents</u></b> –	
<b>384.1</b>	On the proposition of Cllr Leech, seconded by Cllr Sanger, it was <b>RESOLVED</b> that the Business Continuity Plan be recommended to full Council for approval.  <i>(Cllr Goffey left the meeting)</i>  On the proposition of Cllr Leech, seconded by Cllr Button, it was <b>RESOLVED</b> that the Strategic Plan be recommended to full Council for approval. It was noted that underlying policies would gradually be drawn up over the course of the plan which covered the period 2019-2023.  <i>(Cllr Goffey returned)</i>	Clerk
<b>384.2</b>	On the proposition of Cllr Yelland, seconded by Cllr Sanger, it was <b>RESOLVED</b> that amended Terms of Reference for the Anniversary of Markets, Fairs and Charters Task & Finish Group be recommended to full Council for approval.	Clerk
<b>385</b>	<b><u>Marketing Material</u></b> – On the proposition of Cllr Marsh, seconded by Cllr Leech, it was <b>RESOLVED</b> that the Clerk provide designs and costings for the marketing material as recommended on the previously circulated paper.	Clerk
<b>386</b>	<b><u>Reports of Council Working/Task &amp; Finish Groups</u></b> –	
<b>386.1</b>	<b><u>800<sup>th</sup> Anniversary of the Market Charter in 2020</u></b> – Meeting to be arranged	Assistant Clerk

386.2	<u>Civic Regalia Review</u> – Options and costings awaited	Clerk
386.3	<u>Investment</u> – Meeting to be arranged in due course	
387.4	<u>IT System Review</u> – The new system had been installed and a meeting of the working group was due to be held later in the week to work on the next steps	Clerk
387.5	<u>75<sup>th</sup> Anniversary of VE &amp; VJ Days in 2020</u> – Meeting taking place in the next few weeks.	Assistant Clerk
388	<b><u>Members' Reports and Requests for Agenda Items</u></b> –	
388.1	<u>Citizens Advice</u> – Cllr Button reported that the quarterly report was due to be issued later in the month.	
388.2	<u>DALC Larger Councils Sub-Committee</u> – The AGM and Conference was coming up on 23 <sup>rd</sup> October.	
388.3	<u>Fairtrade</u> – A conference in Exeter had been held on 25 <sup>th</sup> September which had been attended by members of the local group. Climate Change had been discussed and would be reported upon at a future meeting.	
388.4	<u>Okehampton &amp; District Community Transport Group</u> – The 25 <sup>th</sup> birthday anniversary of the group was in October and celebratory cake would be available outside of Co-op on Saturday 19 <sup>th</sup> October.	
388.5	<u>Twinning Association</u> – 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 Yelland.

389	<b><u>Debtors</u></b> – The Clerk reported upon an improved situation.	<b>Action</b>
390	<b><u>Staffing Matters</u></b> – On the proposition of Cllr Marsh, seconded by Cllr Button (1 against), it was <b>RESOLVED</b> that the Park-keepers request to use his own mobile phone for work purposes be granted in line with the terms and conditions set for the Caretakers. Council contract to be cancelled.	Clerk

On the proposition of Cllr Leech, seconded Cllr Yelland, it was **RESOLVED** to exit and ratify decisions made in Part Two and the Chairman closed the meeting at 8.20pm

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**Cllr Tolley**  
**Chairman**