

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 9th December 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
Councillor M Tucker

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)

	Action
<p>534 <u>Apologies for Absence</u> – Apologies received from Cllr Travers due to work commitments were noted and APPROVED on the proposal of Cllr Goffey, seconded by Cllr Leech.</p>	
<p>535 <u>Declarations of Interest</u> – Cllr Marsh declared an interest in Min Ref 540.1 having submitted the application. Cllr Yelland declared an interest in Min Ref 541.3 having submitted an expense claim.</p>	
<p>536 <u>Deferment of Business</u> – None</p>	
<p>537 <u>Members' Questions</u> – None</p>	
<p>538 <u>Minutes</u> – The minutes of the Policy and Resources Committee meeting held on 11th November 2019 were APPROVED and signed by the Chairman on the proposition of Cllr Yelland, seconded by Cllr Sanger.</p>	
<p>539 <u>Matters Arising</u> –</p> <p>539.1 <u>Marketing Material</u> – The Committee noted that previously ordered material has been received and that the colour on the logo was miscoloured, having come out purple. A free reprint of all items had resulted in the same outcome. On the proposition of Cllr Leech, seconded by Cllr Button, it was RESOLVED that the Clerk purchase a pavement sign as on the circulated paper.</p>	Clerk
<p>540 <u>Grant Applications</u> – The Committee considered the following application for a Town Council grant:</p> <p>540.1 <u>Everything Okehampton</u> – On the proposition of Cllr Tucker, seconded by Cllr Leech (1 abstention), it was RESOLVED to award a grant of £1,500 towards the cost of the provision, insurance, maintenance costs and safety check relating to the Christmas lights.</p>	Clerk
<p>541 <u>Finances</u> -</p> <p>541.1 Cllr Marsh reported she had undertaken audit checks of the bank reconciliations but not the online banking payments to date, and there were no issues to report.</p>	

- 541.2 A query relating to unpaid invoices was posed, the answer to which would be circulated following the meeting. On the proposition of Cllr Yelland, seconded by Cllr Tucker, the management accounts for month ended 31st October 2019 (month 7) were **APPROVED**.
- 541.3 On the proposition of Cllr Tucker, seconded by Cllr Sanger (1 abstention) the schedule of payments was **APPROVED**.
- 542 **Budget 2020/21** – The Clerk advised that following the Property Committee meeting on 2nd December when it had been resolved to approve the lease for the public toilets in Market Street, the budget had been updated to reflect the projected costs for this facility. The budget was noted and could be considered at full Council on 16th December.
- 543 **Internal Audit** – The recent report from the interim audit was noted and on the proposition of Cllr Tolley, seconded by Cllr Vachon, it was **RESOLVED** to recommend to full Council that the pages of the full Council meeting on 20th May 2019 that had not been initialled were done so retrospectively. Clerk
- 544 **Review of Policies and Documents** –
- 544.1 On the proposition of Cllr Leech, seconded by Cllr Tucker, it was **RESOLVED** to approve the amendment permitting the Clerk authority to spend up to £500 as at Item 4.1. Clerk
- On the proposition of Cllr Tolley, seconded by Cllr Yelland, it was **RESOLVED** that the Grant Policy be amended extending the timescale for feedback forms to be received from 6 weeks of completion of the project to 8 weeks, and to add words to the effect that further applications will only be considered if feedback for previously awarded grants has been received.
- On the proposition of Cllr Yelland, seconded by Cllr Tucker, it was **RESOLVED** to recommend the following documents to full Council subject to the above amendments:
- Asbestos Management Plan
 - Financial Risk Assessment and Management Policy
 - Financial Regulations
 - Grants Policy
- 544.2 On the proposition of Cllr Tolley, seconded by Cllr Marsh, it was **RESOLVED** to make amendments to the grant application and feedback forms highlighting the requirement for feedback to be provided, and that the requirement for feedback to be provided be enforced going forward from this meeting. Clerk
- 545 **Reports of Council Working/Task & Finish Groups** –
- 545.1 **Anniversaries of Markets, Fairs and Charters** – No meeting had been held since the last report.
- 545.2 **Civic Regalia Review** – The Clerk provided an update from the last meeting of the working group, highlighting the options and costs in relation to the Mayors Chain. Debate ensued during which it was agreed that costs for making alterations to the Chains were not feasible or best use of public funds.
- On the proposition of Cllr Marsh, seconded by Cllr Tucker, it was **RESOLVED** that repairs and engraving of Mayors names on the 3 remaining shields be undertaken by the local Jeweller in accordance with the quotation previously received, and that Cllr Goffey approve the wording for the engraving. Clerk

- 545.3** Investment – Meeting to be arranged in early 2020.
- 545.4** IT System Review – In conjunction with investigation into the feasibility of a VoIP telephone system, the Clerk reported that she had identified savings that could be made by changes to the parks intruder alarm systems which currently worked through the phone system. The changes had been approved by Cllr Marsh and should see saving of around £600 p/annum. VoIP would be further investigated in the new year once these changes had taken effect.
- 545.5** 75th Anniversary of VE & VJ Days in 2020 – The Clerk advised that Okehampton Hamlets Parish Council had been in contact regarding the possibility of working with the Town Council in relation to these events. Mrs Ellis, Assistant Clerk, would make contact prior to the next meeting of the group. Ass. Clerk
- 546** Members' Reports and Requests for Agenda Items –
- 546.1** Citizens Advice – Cllr Button there was no new information to report.
- 546.2** DALC Larger Councils Sub-Committee – Cllr Tolley and the Clerk had attended a meeting in November at which Brexit and Climate Change had been extensively discussed. DALC were attempting to pull together information relating to climate change for all local councils to use.
- 546.3** Fairtrade – Fairtrade hot chocolate had been sold during Edwardian Evening and the group would now be focusing on Fairtrade Fortnight which was at the end of February.
- 546.4** Okehampton & District Community Transport Group – Cllr Leech reported that more volunteer drivers were still needed in some areas.
- 546.5** Twinning Association – A previously circulated report from Cllr Tucker was considered and concerns raised including the funding of the proposal that the Council host official visitors from overseas on the request from other local organisations, and that this would not be best use of public funds. On the proposition of Cllr Tolley, seconded by Cllr Goffey (3 against) it was **RESOLVED** that this be included as an item of business on a full Council agenda. Clerk

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.

- 547** Debtors – The Clerk provided an update which was noted. On the proposition of Cllr Marsh, seconded by Cllr Sanger, it was **RESOLVED** that further updates were not necessary unless the situation slipped. Action

(Cllrs Goffey, Holt, Ireland, Jessop and Penna, not being Members of the Committee, left the meeting. Cllr Tucker, being related to a member of staff, also left the meeting)

- 548** Staffing Matters
- 548.1** Salaries were reviewed, comments and recommendations on the paper noted.

- 548.2** It was noted that it was unlikely the NJC pay agreement for 2020/21 would be agreed until late January at the earliest, and the potential budget implications this could have.
- 548.3** The slight reduction, by 0.1%, of the employer contribution rates for 2020/2023 for the LGPS fund was noted.
- 548.4** The Clerk reported upon the assault on a member of Parks staff a few weeks previous, the current situation in relation to anti-social behaviour and measures being taken to ensure the health, safety and welfare of staff members.

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

The Chairman closed the meeting at 8.30pm

Cllr Tolley
Chairman