

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting  
held on Monday 10<sup>th</sup> February 2020 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 D Travers  
Councillor M Tucker

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

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

	<b>Action</b>
677 <b><u>Apologies for Absence</u></b> – Apologies received from Cllr Penna, who was not a member of the committee, were noted.	
678 <b><u>Declarations of Interest</u></b> – Cllr Tucker declared a disposal pecuniary interest in Min Ref 689.4	
679 <b><u>Deferment of Business</u></b> – None	
680 <b><u>Members' Questions</u></b> – None	
681 <b><u>Minutes</u></b> – The minutes of the Policy and Resources Committee meeting held on 13 <sup>th</sup> January 2020 were <b>APPROVED</b> and signed by the Chairman on the proposition of Cllr Yelland, seconded by Cllr Tucker.	
682 <b><u>Matters Arising</u></b> – None	
683 <b><u>Grant Applications</u></b> – The Committee considered the following applications for a Town Council grant:	
683.1 <b><u>Okehampton Fairtrade Group</u></b> – On the proposition of Cllr Vachon, seconded by Cllr Tucker, it was <b>RESOLVED</b> to award a grant of £200 to support a Fairtrade Schools Conference being hosted at Okehampton Primary School with invitations to other schools within the Dartmoor Academy.	Clerk
683.2 <b><u>Okehampton Otters Swimming and Lifesaving Club</u></b> - On the proposition of Cllr Yelland, seconded by Cllr Sander, it was <b>RESOLVED</b> to award a grant of £200 to assist with the cost of Safeguarding training for up to 10 volunteers	Clerk
684 <b><u>Grant Awarded Feedback</u></b> – None	
685 <b><u>Finances</u></b> -	
685.1 Cllr Marsh advised that she had not yet completed the checks.	Cllr Marsh
686.2 A debate ensued regarding the timing of the issuing of invoices, thought by a Member to be too early. List of outstanding balances as at 31 <sup>st</sup> January 2020 to be considered under Part 2.	

On the proposition of Cllr Vachon, seconded Cllr Yelland (1 abstention), the management accounts for month ended 31<sup>st</sup> December 2019 (month 9) were **APPROVED**.

**686.3** Cllr Goffey declared an interest having submitted an expense claim.

On the proposition of Cllr Yelland, seconded by Cllr Tucker (1 abstention) the schedule of payments was **APPROVED**.

**687** **Proposed Increase in Charges for the Emptying of Bins** – Cllrs, Leech, Vachon and Yelland, being WDBC Members declared interests.

Correspondence received from WDBC on 17<sup>th</sup> January 2020 notifying a proposed increase in charges for the emptying of litter and dog waste bins from April 2020 was considered.

On the proposition of Cllr Marsh, seconded by Cllr Tucker (3 abstentions) it was **RESOLVED** that litter bins be emptied 'in house' from 1<sup>st</sup> April 2020

Clerk

Clerk to investigate alternative contractors for the emptying of dog waste bins.

Clerk

On the proposition of Cllr Tolley, seconded by Cllr Tucker (3 abstentions), it was **RESOLVED** that the Clerk write to WDBC advising disappointment of the late notification of the increase which was received too late to be considered within the budget and precept setting process for 2020/21, and requesting that the level of increase be reconsidered.

Clerk

**688** **Review of Policies and Documents** – On the proposition of Cllr Marsh, seconded by Cllr Leech, it was **RESOLVED** resolve to recommend the following policies to full Council for approval:

- Exclusive Right of Burial in Okehampton Cemetery Policy
- Strategic Plan 2019-2023 – Workforce Strand

**689** **Reports of Council Working/Task & Finish Groups** –

**689.1** **Anniversaries of Markets, Fairs and Charters** – A meeting was scheduled

**689.2** **Investment** – A meeting had been held in January, the notes of which were circulated along with the agenda. The ideas were considered; it was commented that selling plants in the park would not be financially viable, possible purchase of the old NatWest building and ideas surrounding the railway station could be investigated.

The Clerk advised that a consultant would need to be appointed in order to ascertain the feasibility of larger projects and the writing of business plans.

**689.3** **IT System Review** – The previously circulated paper was considered.

On the proposition of Cllr Marsh, seconded Cllr Yelland, it was **RESOLVED** to approve items a) and b); the purchase of a second, standalone, laptop up to the value of £250 and a projector for use in the Council Chamber up to the value of £500.

Clerk

It was noted that Cllrs would be able to 'opt-out' of receiving paper copies of meeting agendas and papers and take their own electronic equipment to meetings to view them on.

On the proposition of Cllr Marsh, seconded Cllr Tucker, it was **RESOLVED**, to vire £750 from general reserves to the IT budget to cover the cost of the laptop and projector.

Ass. Clerk

- 689.4** 75<sup>th</sup> Anniversary of VE & VJ Days in 2020 – Cllr Tucker, having previously declared an interest left the room for this item of business.

Updates to a previously circulated report were noted and plans expanded upon by Members of the group including the possibility of grant funding following which Cllrs Ireland, Marsh and Yelland declared interests being Members of OUC. Costs of around £750 had been quoted to date, further quotes for a stage and sound system to be sought. The Clerk advised that Okehampton Hamlets Parish Council had been contacted by the Assistant Clerk regarding arrangements.

On the proposition of Cllr Yelland, seconded Cllr Leech, it was **RESOLVED** to approve funding of up to £750 for the event with the caveat that other funding be sought in its place.

Membership of the group was reviewed, and no changes made.

WG  
Members/  
Ass. Clerk

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

- 690.1** Citizens Advice – Cllr Button there was no new information to report.

- 690.2** DALC Larger Councils Sub-Committee – A meeting was taking place on 13<sup>th</sup> February

(Cllr Marsh left the meeting)

- 690.3** Fairtrade – Plans for Fairtrade Fortnight were progressing with an event being held in All Saints Church on 22<sup>nd</sup> February, another on 1<sup>st</sup> March incorporating a morning Church Service, community feast and talk at the Ockment Centre to which visitors from Ghana would be attending.

(Cllr Marsh returned to the meeting)

- 690.4** Okehampton & District Community Transport Group – Cllr Leech reported that the bus leased to the group by DCC had failed and would not be replaced by them. Grants and funding from the postcode lottery had provided the means to purchase a new bus. Due to new contract regulations it was possible the group would not be able to accept a contract from DCC for school transport from 1<sup>st</sup> April.

- 690.5** Twinning Association – No meeting had been held

**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.

- 691** Council Website – The Clerk provided a paper was considered and outlined by the Clerk.

On the proposition of Cllr Yelland, seconded Cllr Sanger, it was **RESOLVED** that the company who currently maintained the website make the necessary changes to ensure that it complied with the WCAG 2.1AA Regulations as

required of local councils by September 2020, provide staff training and continue to host the website. Evidence of compliancy to be provided following the updates.

Clerk

On the proposition of Cllr Leech, seconded Cllr Sanger, it was **RESOLVED** provision be made on the website for Operation London Bridge and to add a facility under the Minutes/Agendas page.

Clerk

On the proposition of Cllr Leech, seconded Cllr Yelland, it was **RESOLVED** to vire £500 from general reserves to the IT budget to cover the costs outlined above.

Ass. Clerk

A motion to suspend Standing Order 3 (bb) to permit extension of the meeting was proposed by Cllr Leech, seconded Cllr Ireland, and agreed.

**692** **Council Archive** – The Clerk outlined work undertaken to date to establish the best format in which to record the information which seemed to be the creation of a bespoke MySQL database. Thought had been given to the layout and requirements, and quotations sought.

It was agreed that the IT WG continue to work on this alongside the Clerk and Assistant Clerk in order to firm up requirements. Cllr Ireland advised that it should be a Relational Database.

IT WG / Clerk

**693** **Outstanding Balances** – The Clerk tabled an updated report as at 31<sup>st</sup> January 2020 and advised that invoices were raised a month in advance as previously requested by Council; invoices for events in February would have been raised at the end of December as the Assistant Clerk, whose role this was, would be undertaking month end and bank reconciliation work at the beginning of the month and this timescale enabled better workload planning.

On the proposition of Cllr Leech, seconded Cllr Yelland, it was **RESOLVED** to exit and ratify decisions made in Part Two.

The Chairman closed the meeting at 8.50pm

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**Cllr Tolley**  
**Chairman**