

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 13th January 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 M Ireland
Councillor P Jessop
Councillor D Penna

In Attendance: Mrs E James (Town Clerk)

	Action
580 <u>Apologies for Absence</u> – Apologies received from Cllr Holt, who is not a member of the committee, were noted.	
581 <u>Declarations of Interest</u> – None	
582 <u>Deferment of Business</u> – None	
583 <u>Members’ Questions</u> – None	
584 <u>Minutes</u> – The minutes of the Policy and Resources Committee meetings held on 2 nd and 9 th December 2019 were APPROVED and signed by the Chairman on the proposition of Cllr Marsh, seconded by Cllr Tucker.	
585 <u>Matters Arising</u> –	
585.1 <u>Debtor</u> – Circulated response to a query was noted.	
586 <u>Grant Applications</u> – The Committee considered the following application for a Town Council grant:	
586.1 <u>Devon Young Carers (Westbank)</u> – On the proposition of Cllr Marsh, seconded by Cllr Leech, it was RESOLVED to award a grant of £500 to fund the attendance of 3 young carers from the Okehampton area at a weekend residential of the annual Young Carers Festival	Clerk
587 <u>Grant Awarded Feedback</u> – The Committee noted an email of thanks from Everything Okehampton.	
588 <u>Finances</u> -	
588.1 Cllr Marsh reported she had undertaken audit checks of the bank reconciliations and the online banking payments to date, and there were no issues to report.	
588.2 The Clerk advised that the list of debtors had not been circulated as these were confidential and apologised for omitting to provide a copy at the meeting but there were no concerns.	
On the proposition of Cllr Marsh, seconded by Cllr Tucker, the management accounts for month ended 30 th November (month 8) were APPROVED .	

- 588.3 On the proposition of Cllr Tucker, seconded by Cllr Button (2 abstentions) the schedule of payments was **APPROVED**.

The Committee noted payments that had been approved outside of a Council meeting the previous week by 2 Members due to the Christmas and New Year holiday period.

589 Review of Policies and Documents –

- 589.1 On the proposition of Cllr Leech, seconded by Cllr Sanger, it was **RESOLVED** that the IT Working Group investigate the feasibility of the Council recording their own meetings and the review of the Filming and Recording of Meetings Policy was deferred.

Clerk

- 590 **Fairtrade** – On the proposition of Cllr Marsh, seconded by Cllr Yelland, it was **RESOLVED** that the Council would continue to support the Fairtrade Group and the status of the town by continuing to provide locally sourced and Fairtrade products at Council hosted events where possible.

591 Reports of Council Working/Task & Finish Groups –

- 591.1 Anniversaries of Markets, Fairs and Charters – No meeting had been held since the last report.

- 191.2 Civic Regalia Review – Noted that repairs and engraving to the 3 remaining shields of the Mayors Chain had been arranged.

On the proposition of Cllr Tucker, seconded by Cllr Leech, it was **RESOLVED** the group be dissolved as its purpose had been achieved.

- 591.3 Investment – A meeting was taking place on 22nd January.

- 591.4 IT System Review – Meeting was taking place on 15th January.

- 591.5 75th Anniversary of VE & VJ Days in 2020 – Cllr Tucker reported that a meeting had been held earlier that day and a rough plan of events to be held on 8th May had been put together. The next meeting was in 2 weeks' time when it was hoped to be able to compile a report to the Committee for consideration.

Ass. Clerk

592 Members' Reports and Requests for Agenda Items –

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

- 952.2 DALC Larger Councils Sub-Committee – The Clerk reported the sad news that the previous County Secretary of 20+ years, Lesley Smith, had passed away and that she would obtain a condolence card.

- 592.3 Fairtrade – A meeting had recently been held when the request as at Min Ref 590 had been proposed.

- 592.4 Okehampton & District Community Transport Group – No meeting had been held

- 592.5 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 Leech, seconded by Cllr Yelland.

(Cllrs Goffey, 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)

593 Staffing Matters

593.1 On the proposition of Cllr Marsh, seconded by Cllr Leech, it was **RESOLVED** to **approve** a request by the Clerk that a member of staff be trained to cover caretaking duties and events when necessary, and that additional hours relating to this be paid at the normal hourly rate.

Clerk

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

The Chairman closed the meeting at 7.40pm

Cllr Tolley
Chairman