

**Minutes of Okehampton Town Council Remote Policy and Resources Committee Meeting  
held on Monday 27<sup>th</sup> April 2020 at 7pm**

**Committee Members Present:** Councillor B Tolley (Chairman)  
Councillor J Yelland (Mayor)  
Councillor J Goffey (Chairman, Property)  
Councillor T Leech (Chairman, Planning)  
Councillor C Marsh (Chairman, Parks)  
Councillor G Button  
Councillor D Sanger

**Other Members Present:** Councillor P Jessop  
Councillor D Penna

**In Attendance:** Mrs E James (Town Clerk)  
1 member of the public

	Action
<p><b>850</b> <u>Apologies for Absence</u> – Apologies received from Cllr Tucker, vice-chairman of the Committee, were noted but not approved.</p> <p>Apologies received from Cllr Ireland, who is not a member of the Committee, were noted.</p>	
<p><b>851</b> <u>Declarations of Interest</u> – The following declarations of interest were declared: Cllr Leech – Min Ref 855.1 i), being a Trustee of the Ockment Centre Cllr Goffey – Min Ref 855.2 i), being a Trustee of the Museum Cllrs Marsh and Tolley – Min Ref 855.1 ii), being Trustees of OCRA</p>	
<p><b>852</b> <u>Deferment of Business</u> – None</p>	
<p><b>853</b> <u>Members' Questions</u> – None</p>	
<p><b>854</b> <u>Minutes</u> – The minutes of the Policy and Resources Committee meeting held on 16<sup>th</sup> March 2020 were <b>APPROVED</b>, to be signed by the Chairman at a later date, on the proposition of Cllr Goffey, seconded by Cllr Leech.</p>	
<p><b>855</b> <u>Grant Applications</u> –</p>	
<p><b>855.1</b> The Committee considered the following applications for a Town Council grant which had been deferred at the meeting on 16<sup>th</sup> March 2020:</p> <ul style="list-style-type: none"> <li>i) <u>Ockment Centre Work Club</u> – On the proposition of Cllr Yelland, seconded by Cllr Goffey (1 abstention), it was <b>RESOLVED</b> to award a grant of £497 for the purchase of a laptop for the work of club users.</li> <li>ii) <u>Okehampton Parkrun</u> - On the proposition of Cllr Yelland, seconded by Cllr Leech (1 abstention), it was <b>RESOLVED</b> to award a grant of £500 towards the start-up fee, subject to the project going ahead in the 2020/21 financial year.</li> <li>iii) <u>Devon Development Education</u> - On the proposition of Cllr Leech, seconded by Cllr Yelland, it was <b>RESOLVED</b> to award a grant of £350 towards the cost of the purchase of exhibition banners and publicity materials for events in Okehampton, subject to the project going ahead in the 2020/21 financial year.</li> </ul> <p><b>855.2</b> The Committee considered the following application for a Town Council grant:</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

- i) Museum of Dartmoor Life - On the proposition of Cllr Yelland, seconded by Cllr Leech (1 abstention), it was **RESOLVED** to award a grant £3,500 to the Museum of Dartmoor Life towards the maintenance of the museum and £1,500 to assist with the running of the Tourist Information facility.

Clerk

*(Meeting proceedings paused whilst Cllr Tolley attempted to resolve some IT technical issues)*

- 856** Grant Awarded Feedback – The Clerk read out feedback received, which was noted by the Committee, from the following:
- Okehampton Fairtrade Group for a grant of £200 awarded in February 2020
  - Okehampton Otters Swimming and Lifesaving Club for a grant of £200 awarded in February 2020
  - Okehampton United Charity for a grant of £5,650 awarded in March 2020
  - Okehampton Foodbank for a grant of £400 donated in March 2020
- 857** Finances -
- 857.1** Cllr Marsh had been unable to undertake the checks of the bank reconciliations and on-line payments due to the COVID-19 restrictions.
- 857.2** On the proposition of Cllr Goffey, seconded Cllr Yelland, it was **RESOLVED**
- & 3** to approve the management accounts for the month ended 29<sup>th</sup> February 2020 (month 11) and the schedule of invoices for payment.
- 858** Pay Scales and Allowances – The Clerk reported that an offer had been rejected by the unions and further information was awaited from the National Joint Council for Local Government Services in relation to pay for the year 2020/21.
- 859** Review of Policies and Documents – On the proposition of Cllr Yelland, seconded by Cllr Sanger, it was **RESOLVED** resolve to recommend the following policies to full Council for approval:
- Body-Worn CCTV Policy and Operational Procedural Guidelines
  - Body-Worn CCTV Privacy Impact Statement
  - Body-Worn CCTV Incident Log
  - Document Retention Policy
  - Strategic Plan 2019-2020:
    - Climate Change and Biodiversity
    - Democracy
- The Clerk reported that a Reserves Policy was being prepared for consideration and that once approved by full Council and training undertaken use of the Body Worn CCTV would commence.
- 860** Reports of Council Working/Task & Finish Groups – It was noted that all group activity had been paused due to the COVID-19 pandemic.
- 860.1** Anniversaries of Markets, Fairs and Charters – No progress or report
- 860.2** Investment – No progress or report
- 860.3** IT System Review – No progress or report
- 860.4** 75<sup>th</sup> Anniversary of VE & VJ Days in 2020 – The event had been postponed nationally with the possibility of an event taking place on VJ Day, 15<sup>th</sup> August.

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

**861.1 Citizens Advice –** No report

**861.2 DALC Larger Councils Sub-Committee –** No report

**861.3 Fairtrade –** No report

**861.4 Okehampton & District Community Transport Group –** Cllr Leech reported that some volunteer drivers were available to take members of the public to appointments.

**861.5 Twinning Association –** No report

Cllrs Jessop and Penna, not being members of the Committee, left the meeting as did the member of the public.

**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.

**862 Outstanding Balances –** The Clerk reported that there were no issues of concern.

**863 Staffing Matters –** Following the resignation of Ms Bacon, the Admin Assistant, who was retiring at the end of May, the previously circulated documentation and report was considered. A final version of the job description and person specification was **RESOLVED** as were other related elements of the role including some temporary cover. The vacancy would be advertised once the office reopened.

Clerk

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

The Chairman closed the meeting at 8.30pm

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**Cllr Tolley**  
**Chairman**