

**Minutes of Okehampton Town Council Remote Policy and Resources Committee Meeting
held on Monday 18th May 2020 at 7pm**

Committee Members Present: Councillor B Tolley (Chairman)
Councillor M Tucker (Vice-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 M Ireland
Councillor P Jessop
Councillor D Penna
Councillor D Travers

In Attendance: Mrs E James (Town Clerk)

- | | Action |
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| 017 <u>Apologies for Absence</u> – Apologies received from Cllr Holt, who is not a member of the Committee, were noted. | |
| 018 <u>Declarations of Interest</u> – None | |
| 019 <u>Deferment of Business</u> – None | |
| 020 <u>Members' Questions</u> – None | |
| 021 <u>Minutes</u> – The minutes of the Policy and Resources Committee meeting held on 27 th April 2020 were APPROVED , to be signed by the Chairman at a later date, on the proposition of Cllr Yelland, seconded by Cllr Goffey. | |
| 022 <u>Grant Applications</u> – None | |
| 023 <u>Grant Awarded Feedback</u> – None | |
| 024 <u>Coronavirus Response and Recovery Fund Grant Received</u> – The Clerk advised that the £500 grant received from Devon Communities had been fully expended on the following items: <ul style="list-style-type: none">• the purchase of a laminator and mobile phone top up for the Okehampton Coronavirus Support Group• the printing of a leaflet for circulation to residents advising of business still in operation• funding to the Covid Sewing Team for material for the provision of scrubs and laundry bags for the medical centre, and face masks for residents <p><i>(Cllr Travers arrived)</i></p> | |
| 025 <u>COVID-19 Grant Funding Applications</u> – The Clerk reported that no applications had been received although £15 had been granted to the Covid Sewing Team to cover the cost of the provision of items as reported at Min Ref 024. | |

026 **Finances** -

026.1 On the proposition of Cllr Yelland, seconded Cllr Sanger, it was **RESOLVED** to approve the management accounts for the month ended 31st March 2020 (month 12).

(Cllr Marsh arrived)

026.2 The previously circulated report and details of reserves held was considered by the Committee. On the proposition of Cllr Tolley, seconded Cllr Leech, it was noted that the level of general reserves was high, and it was **RESOLVED** that the reserves be further reviewed by the end of 2020 when the impact of the COVID-19 pandemic on the Council's finances and the community would be better known.

026.3 Cllr Marsh declared a personal interest being a member of the Carnival Committee.

On the proposition of Cllr Goffey, seconded Cllr Leech (1 abstention), it was **RESOLVED** to approve the schedule of payments, and the salaries for May.

027 **Holding of Funding for COVID-19 Response/Support Groups** – On the proposition of Cllr Yelland, seconded Cllr Tucker, it was **RESOLVED** that the Council, if requested, hold funds for any Okehampton town based COVID-19 response or support groups that did not have a bank account, thereby allowing them to operate and to apply for grants which they may not otherwise be able to do.

028 **Pay Scales and Allowances** – The Clerk reported that no further information had been received in relation to the pay increase for the year 2020/21.

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

- Financial Regulations
- Financial Risk Assessment
- Freedom of Information Publication Scheme
- Investment Strategy
- Internal Control Statement
- Reserves Policy
- Strategic Plan 2019-2020:
 - Community
 - Economy
 - Environment

030 **Reports of Council Working/Task & Finish Groups** – It was noted that all group activity had been paused due to the COVID-19 pandemic but that the Clerk planned to restart some in the coming weeks.

030.1 **Anniversaries of Markets, Fairs and Charters** – The Clerk reported that as an event had been planned to be held at the end of June the Assistant Clerk would be requested to arrange a meeting of the group in the near future to consider the options.

030.2 **Investment** – No progress or report

030.3 **IT System Review** – No progress or report

Ass. Clerk

030.4 75th Anniversary of VE & VJ Days in 2020 – The VE day event had been postponed to VJ Day which was on 15th August. The Clerk reported that the Assistant Clerk would be requested to arrange a meeting of the group in the near future to consider the options.

Ass. Clerk

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

031.1 Citizens Advice – No report

031.2 DALC Larger Councils Sub-Committee – The Clerk reported that the Sub-Committee had not met but DALC had been holding virtual meetings for Clerks which had been useful and informative.

031.3 Fairtrade – Cllr Button advised the group had been keeping in touch by email and were considering the holding of a virtual event.

031.4 Okehampton & District Community Transport Group – Cllr Leech reported that some volunteer drivers were still working.

031.5 Twining Association – No report

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 Goffey, seconded by Cllr Tucker.

032 **Outstanding Balances** – The report dated 30th April 2020 was reviewed.

033 **Staffing Matters** – The Clerk advised that the furloughed Parks members of staff had returned to work that day.

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