

**Minutes of Okehampton Town Council Remote Policy and Resources Committee Meeting
held on Monday 14th September 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
Councillor D Travers

Other Members Present: Councillor C Holt
Councillor M Ireland
Councillor P Jessop

In Attendance: Mrs E James (Town Clerk)

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| | | Action |
| 237 | <u>Apologies for Absence</u> – Apologies tendered by Cllr Wood who was not a Member of the Committee were noted. | |
| 238 | <u>Deferment of Business</u> – None | |
| 239 | <u>Members' Questions</u> – None | |
| 240 | <u>Minutes</u> – The minutes of the Policy and Resources Committee meeting held on 10 th August 2020 were APPROVED , to be signed by the Chairman at a later date, on the proposition of Cllr Goffey, seconded by Cllr Marsh (1 abstention). | |
| 241 | <u>Urgent Items</u> – The Clerk reported that an application to WDBC's Discretionary COVID Grant scheme had been successful and the Council was likely to be awarded the sum of £10,000. In addition, Cllr Ball, DCC, had confirmed that the £500 locality grant funding awarded to the Council towards the cost of cancelled VE/VJ Day events could be put towards any other events and did not need to be returned. | |
| 242 | <u>Grant Applications</u> – There were no applications for consideration however it was noted that a previously approved application from Devon Development Education which had been held subject to confirmation that it would be going ahead in some form, had been agreed for release by the Clerk in conjunction with the Chairman, Cllr Tolley. | Ass. Clerk |
| 243 | <u>Grant Awarded Feedback</u> – None received | |
| 244 | <u>COVID-19 Grant Funding Applications</u> – None received, however it was reported by Cllr Goffey that performances by Entertainingly Different performance had been well received although they had been unable to fulfil the request of the Committee to attend one location due to communication issues. | |
| 245 | <u>Staffing Matters</u> –
Admin Officer and Mayor's Assistant – The Clerk reported that Mrs Abi Horn had commenced employment with the Council that day. | |
| 246 | <u>Staff Meeting</u> – On the proposition of Cllr Marsh, seconded Cllr Goffey, it was RESOLVED to approve the Clerks request for funding of up to £50 to | |

hold a staff meeting, including refreshments, in the Pavilion or another location as COVID regulations permitted.

247 **Finances** -

247.1 Cllr Marsh reported that audited had been undertaken to date and the next would be undertaken as soon as the documentation was available.

247.2 On the proposition of Cllr Tolley, seconded Cllr Marsh, it was **RESOLVED** to approve the management accounts for the month ended 30th July 2020 (month 4).

247.3 On the proposition of Cllr Marsh, seconded Cllr Goffey, it was **RESOLVED** to approve the schedule of payments dated 14th September 2020

248 **Reports of Council Working/Task & Finish Groups** -

248.1 Investment – Group paused

248.2 IT System Review – The Clerk reported that installation of the new phone system and broadband supplier change was in progress but that there was an issue with the installation in the Park-keepers office and this part of the work had been postponed to a later date.

249 **Members' Reports and Requests for Agenda Items** -

249.1 Citizens Advice – Cllr Button had not received an update to report upon

249.2 DALC Larger Councils Sub-Committee – Cllr Tolley was due to attend the remote AGM in October.

249.3 Fairtrade – Cllr Button reported a meeting had been held but there was little the group could do at this time. The next meeting was due to be in a months' time.

249.4 Okehampton & District Community Transport Group – Cllr Leech reported that the group was still operating and had enough drivers. There was the possibility of a pop-up shop location within the town.

250.5 Twinning Association – No report, the nominated representative having recently resigned from the Council.

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.

251 **Outstanding Balances** – The report dated 31st August 2020 was reviewed.

(Councillors Holt, Ireland and Jessop left the meeting)

252 **2020/21 Pay Award** -

252.1 The Clerk reported that the 2020/21 NJC Pay Award negotiations had been concluded as follows for members of staff employed under this pay scale:

- The pay award for the period 1st April 2020 to 31st March 2021 agreed at an increase of 2.75%.
- From 1st April 2020, the minimum annual leave had been increased from 21 to 22 days per annum for employees with less than five years' service, pro-rata.

On the proposition of Cllr Goffey, seconded Cllr Leech, it was **RESOLVED** to approve the pay award as set out using the NALC pay scales, to be backdated to 1st April 2020 and including any employees who had left employment of the Council after this date.

- 252.2** On the proposition of Cllr Travers, seconded Cllr Leech, it was **RESOLVED** to approve a pay award to the member of staff not employed under the NJC pay scales as recommended by the Clerk in the second bullet point of the report, to include an additional days holiday in line with the other members of staff.

(The Clerk left the meeting)

- 253** **Training Request** – On the proposition of Cllr Marsh, seconded Cllr Yelland, it was **RESOLVED** to approve the recommendation of the Personnel Committee for training as requested by the Clerk.

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

(Cllrs Ireland and Jessop, and the Clerk returned to the meeting)

The Chairman closed the meeting at 7.51pm

Cllr Tolley
Chairman