

**Minutes of Okehampton Town Council Remote Policy and Resources Committee Meeting  
held on Monday 15<sup>th</sup> June 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  
Councillor D Travers

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

**In Attendance:** Mrs E James (Town Clerk)  
Mrs C Ellis (Assistant Clerk)

- 074 **Apologies for Absence** – Apologies received from Cllr Holt, who is not a member of the Committee, were noted.
- 075 **Declarations of Interest** – None
- 075 **Deferment of Business** – None
- 077 **Members’ Questions** – None
- 078 **Minutes** – The minutes of the Policy and Resources Committee meeting held on 18<sup>th</sup> May 2020 were **APPROVED**, to be signed by the Chairman at a later date, on the proposition of Cllr Yelland, seconded by Cllr Goffey.  
  
*(Cllrs Button, Marsh and Travers arrived)*
- 079 **Grant Application** - Cllr Marsh declared an interest being a Director of the Company.  
  
Meldon Viaduct Company Ltd – On the proposition of Cllr Travers, seconded Cllr Goffey (1 abstention), it was **RESOLVED** to award a grant of £500 towards the Trusts repairs and renewals fund for 2020/21.
- 080 **Grant Awarded Feedback** – Feedback received from the Museum of Dartmoor Life for the grants awarded to the Museum and the Tourist Information Facility was noted.
- 081 **COVID-19 Grant Funding Applications** – No applications had been received.
- 082 **Finances** -  
082.1 Cllr Marsh reported that she had undertaken an audit of the bank reconciliations and online payments to date and had found no issues. She would be conducting further checks later in the week.
- 082.2 On the proposition of Cllr Marsh, seconded Cllr Tucker, it was **RESOLVED** to approve the management accounts for the month ended 30<sup>th</sup> April 2020 (month 1).

**Action**

Clerk

**082.3** On the proposition of Cllr Leech, seconded Cllr Marsh, it was **RESOLVED** to approve the schedules of payments dated 8<sup>th</sup> and 15<sup>th</sup> June 2020.

**083** **Pay Scales and Allowances** – The Clerk reported that as an agreement had been reached the Local Government Association were holding a consultation with union members. It was hoped that a decision would be reached by early September.

**084** **Vacancies** – It was noted that the Admin Officer and Councillor vacancies were about to be advertised.

**085** **Review of Policies and Documents** – Following debate regarding the strict criteria, being that the grant would be funded from public money, on the proposition of Cllr Leech, seconded by Cllr Goffey, it was **RESOLVED** to recommend the COVID19 Grant Policy and Application Form to full Council for approval with the following amendments:

- Application form to include a section for applicants to confirm they are not receiving dual funding for the same item from another source
- Funding will be considered for provision in the form of vouchers for food, household items, medical, sanitary and top-up of utility bills.

Clerk

On the proposition of Cllr Leech, seconded by Cllr Goffey, it was **RESOLVED** to recommend the following policies to full Council for approval:

- Data Security Breach Response Policy & Procedure
- Privacy Notices x 2
- Subject Access Request Policy

*(Cllr Penna left the meeting)*

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

**086.1** **Anniversaries of Markets, Fairs and Charters** – Event cancelled, to be reconsidered in the future, possibly 2022.

**086.2** **Investment** – Group paused

**086.3** **IT System Review** – Group paused

**086.4** **75<sup>th</sup> Anniversary of VE & VJ Days in 2020** – A remote meeting was held and it was agreed that the Royal Legion be contacted to ascertain their plans.

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

**087.1** **Citizens Advice** – Cllr Button reported that an update was awaited

**087.2** **DALC Larger Councils Sub-Committee** – No meeting had been held

**087.3** **Fairtrade** – Cllr Button advised that a quiz was being arranged

**087.4** **Okehampton & District Community Transport Group** – Cllr Leech reported that a newsletter had been circulated and they were struggling to source PPE equipment

**087.5** **Twinning Association** – No update to 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 Yelland.

**088**    **Outstanding Balances** – The report dated 31<sup>st</sup> May 2020 was reviewed. |

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

The Chairman closed the meeting at 7.52pm

---

**Cllr Tolley**  
**Chairman**