

**Minutes of Okehampton Town Council Remote Policy and Resources Committee Meeting
held on Monday 7th December 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 T Abbots
Councillor C Holt
Councillor M Ireland
Councillor P Jessop
Councillor B Matravers
Councillor A Wood

In Attendance: Mrs E James (Town Clerk)

- Cllr Tolley welcomed Cllrs Abbots and Matravers who had recently been co-opted to the Council and thanked the volunteers who had put up the Christmas trees over the last few days.
- 496** **Declarations of Interest** – None
- 497** **Apologies for Absence** – Apologies received from Cllr Travers due to work commitments were approved on the proposition of Cllr Leech, seconded Cllr Goffey.
- 498** **Deferment of Business** – None
- 499** **Members' Questions** – None
- 500** **Minutes** – The minutes of the Policy and Resources Committee meetings held on 9th and 23rd November 2020 were **APPROVED** to be signed by the Chairman at a later date, on the proposition of Cllr Marsh, seconded by Cllr Yelland.
- 501** **Matters Arising** - None
- 502** **Grant Applications** – None
- 503** **Grant Awarded Feedback** – None
- 504** **COVID-19 Grant Funding Applications** – None
- 505** **Finances** -
- 505.1** Cllr Marsh reported that the audit of the bank reconciliations and BACS payments had been undertaken and no problems had been identified.
- 505.2** A query in relation to budget 101 4025 relating to an overspend on insurance was raised to which the Clerk responded. On the proposition of Cllr Tolley, seconded Cllr Goffey, it was **RESOLVED** to approve the management accounts for the month ended 31st October 2020 (month 7).

Action

505.3 On the proposition of Cllr Yelland, seconded Cllr Marsh, it was **RESOLVED** to approve the schedule of payments dated 7th December 2020.

506 **Budget 2021/22** – It was noted that no changes had been made since the budget meetings apart from the inclusion of expected income from investment. The Clerk advised that CCTV costs and the Council Tax Base were awaited, it was hoped these would be available prior to the meeting of the Council on 21st December.

(Cllr Button arrived)

507.1 **Policies and Documents** – It was noted that the same company had been used for several years and suggested that alternative quotes be sought for the next inspection.

On the proposition of Cllr Leech, seconded Cllr Sanger (2 abstentions) it was **RESOLVED** to recommend the Asbestos Management Policy to full Council for adoption.

Clerk

507.2 On the proposition of Cllr Goffey, seconded Cllr Leech it was **RESOLVED** to recommend the Councillor/Employee Protocol to full Council for adoption following staff consultation.

Clerk

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

508.1 **Investment** – No recent meeting to report upon

508.2 **IT System Review** – No meeting had taken place

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

509.1 **Citizens Advice** – Cllr Button advised she had no update to report.

The Clerk reported that she had recently spoken with the local branch Supervisor to ascertain how long Clients were waiting for assistance. She had been advised that clients were being contacted within 4 to 5 days of initial contact, previous to remote working this was generally 4 to 5 weeks. Occasionally it was not possible to make contact as they were unable to leave a message unless specific permission had been given. Urgent requests for things like food bank vouchers were issued on the day of the initial contact.

509.2 **DALC Larger Councils Sub-Committee** – Cllr Tolley and the Clerk had attended a meeting on 12th November. Discussion had included the financial impact of the pandemic and a report from the Heart of the South West. The next meeting was due to take place on 11th February 2021.

509.3 **Fairtrade** – Cllr Button reported that Fairtrade Fortnight would be taking place in February/March 2021 and that it would possibly be promoted through the market.

509.4 **Okehampton & District Community Transport Group** – Cllr Leech advised no update had been received since the last newsletter. The group was starting to suffer from the lack of fundraising opportunities, and they were the only group in West Devon that had kept going throughout the pandemic.

The PPG had been disbanded and remaining funds had been donated to the group, the sum being in the region of £330.

509.5 **Twining Association** – Cllr Wood advised that a meeting was being held on 13th December.

509.6 Cluster Group for Emergencies – A meeting had been held on 18th November to which Cllr Button had been unable to attend due to difficulty accessing the virtual meeting link.

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 Marsh seconded by Cllr Leech.

(Cllr Holt left the meeting)

510 Outstanding Balances – The report dated 30th November 2020 was reviewed and an update provided by the Clerk.

(Cllr's Abbots, Ireland, Jessop, Matravets and Wood, not being members of the Committee, left the meeting.)

511 Staffing Matters – On the proposition of Cllr Marsh, seconded Cllr Goffey it was **RESOLVED** to:

- approve the recommendation of the Personnel Sub-Committee in line with the first bullet point of the report dated 16th November 2020 in relation to apprenticeship
- to approve the second bullet point of the report dated 16th November 2020 for a maximum of 3 days per week on a temporary basis, advertised internally.

Clerk

On the proposition of Cllr Goffey, seconded Cllr Leech it was **RESOLVED** to approve the recommendation of the Personnel Sub-Committee in relation to work experience.

Clerk

On the proposition of Cllr Leech, seconded Cllr Yelland, it was **RESOLVED** to exit Part Two and ratify decisions

The Chairman closed the meeting at 8pm

Cllr Tolley
Chairman