

**Minutes of Okehampton Town Council Remote Policy and Resources Committee Meeting  
held on Monday 9<sup>th</sup> November 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  
Councillor A Wood

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

- |  | <b>Action</b> |
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| 400 <b><u>Declarations of Interest</u></b> – None  |               |
| 401 <b><u>Apologies for Absence</u></b> – None   |               |
| 402 <b><u>Deferment of Business</u></b> – None   |               |
| 403 <b><u>Members' Questions</u></b> – None  |               |
| 404 <b><u>Matters Arising</u></b> - None   |               |
| 405 <b><u>Minutes</u></b> – The minutes of the Policy and Resources Committee meeting held on 12 <sup>th</sup> October 2020 were <b>APPROVED</b> with removal of the wording at Min Ref 164 'Cllrs Ireland and Wood, who were not members of the Committee, were absent', to be signed by the Chairman at a later date, on the proposition of Cllr Goffey, seconded by Cllr Yelland.<br><br>(A member of the public arrived) |               |
| 406 <b><u>Grant Applications</u></b> – None  |               |
| 407 <b><u>Grant Awarded Feedback</u></b> – Feedback from Okehampton Carnival Committee was noted.  |               |
| 408 <b><u>COVID-19 Grant Funding Applications</u></b> – None   |               |
| 409 <b><u>Finances</u></b> -   |               |
| 410     Cllr Marsh reported that the audit of the bank reconciliations and BACS payments had been undertaken and there were no issues arising.   |               |
| 411     On the proposition of Cllr Marsh, seconded Cllr Yelland, it was <b>RESOLVED</b> to approve the management accounts for the month ended 30 <sup>th</sup> September 2020 (month 6).  |               |
| 412     On the proposition of Cllr Leech, seconded Cllr Yelland, it was <b>RESOLVED</b> to approve the schedule of payments dated 9 <sup>th</sup> November 2020  |               |
| 413 <b><u>Budget 2021/22</u></b> – The Clerk advised that the salaries figure would need to increase in relation to the management of the cemetery and some revised  |               |

figures had been received for the CCTV project in relation to monitoring of the system.

- 414** Renewal of Financial Software Package – On the proposition of Cllr Goffey, seconded Cllr Travers it was **RESOLVED** to renew the package as set out in sum of £1,859 commenting that due to the large projects that were currently in progress a change of financial package would not be appropriate at this time.
- 415** Disposal of IT Equipment – On the proposition of Cllr Leech, seconded Cllr Goffey it was **RESOLVED** to dispose of the redundant pc and laptop hard drives.
- Investigation to be undertaken into the ethical disposal of the equipment including the old TV screen from the foyer.
- 416** Reports of Council Working/Task & Finish Groups –
- 416.1** Investment – It was noted that full Council had approved the recommendation of the Committee to invest £5,000 in the Tamar Energy Community Solar Roofs Project for which confirmation was awaited.
- 416.2** IT System Review – No meeting had taken place
- 417** Members' Reports and Requests for Agenda Items –
- 417.1** Citizens Advice – Cllr Button had no update to report.
- 417.2** DALC Larger Councils Sub-Committee – Cllr Tolley reported that a virtual meeting was due to take place later in the week which he was attending along with the Clerk.
- 417.3** Fairtrade – Cllr Button reported the group was hoping to go ahead with a Christmas market if the pandemic permitted.
- 417.4** Okehampton & District Community Transport Group – Cllr Leech reported that they had been operating a pop-up shop which had been open for a few weeks and raised £300, it was temporarily closed due to the pandemic lockdown.
- 417.5** Twinning Association – Cllr Wood reported there had not been a meeting for some time and it was hoped one would be held soon.
- 417.6** Cluster Group for Emergencies – There had been an issue with the arrangements of the last meeting, the next was scheduled for 4pm on 18<sup>th</sup> November.
- 418** Urgent Items – The Clerk advised that the internal audit had taken place earlier than scheduled at no notice. The report was awaited.

Clerk

Admin  
Officer

(The member of the public left the meeting)

## **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 Goffey.

- 419** Outstanding Balances – The report as of 31<sup>st</sup> October 2020 was reviewed and an update provided by the Clerk.

(Cllr's Holt, Ireland, Jessop and Wood, not being members of the Committee, left the meeting for the following item.)

**420** **Staffing Matters** – On the proposition of Cllr Sanger, seconded Cllr Yelland, it was **RESOLVED** to increase the salary of a member of staff as recommended by the Clerk as of 9<sup>th</sup> November 2020.

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

Cllr's Holt, Ireland, Jessop and Wood returned, and the Chairman closed the meeting at 7.33pm

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**Cllr Tolley**  
**Chairman**