

**Minutes of Okehampton Town Council Remote Policy and Resources Committee Meeting
held on Monday 12th October 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 P Jessop

In Attendance: Mrs E James (Town Clerk)

329 **Apologies for Absence** – None

330 **Deferment of Business** – None

331 **Members' Questions** – None

(Cllr Button arrived)

332 **Matters Arising** - None

333 **Declarations of Interest** –

Cllr Marsh declared a personal interest in Min Ref 335.1

Cllr Yelland declared a personal interest in Min Ref 342.1

334 **Minutes** – The minutes of the Policy and Resources Committee meeting held on 14th September 2020 were **APPROVED**, to be signed by the Chairman at a later date, on the proposition of Cllr Sanger, seconded by Cllr Yelland.

(Cllr Holt temporarily left the meeting)

335 **Grant Applications**

335.1 **Everything Okehampton** – On the proposition of Cllr Leech, seconded by Cllr Goffey (1 abstention), it was **RESOLVED** to award grant of £1,000 towards the cost of the Christmas lights in the town

(Cllr Holt re-attended)

335.2 **Okehampton District Transport Group** – Cllr Leech declared a personal interest

On the proposition of Cllr Goffey, seconded by Cllr Travers (1 abstention), it was **RESOLVED** to award a grant of £2,000 to support recovery from the situation caused by the COVID19 pandemic

336 **Grant Awarded Feedback** – None received

337 **COVID-19 Grant Funding Applications** –

337.1 **CAB Referral** - It was noted that a referral for a personal application had been approved by Cllrs Tolley, Yelland and the Clerk and the sum of £50 awarded.

Action

Clerk

Clerk

- 338** **Finances -**
- 338.1** Cllr Marsh reported that the audit of the bank reconciliations and BACS payments had been undertaken that morning and there were no issues arising.
- 338.2** On the proposition of Cllr Yelland, seconded Cllr Travers, it was **RESOLVED** to approve the management accounts for the month ended 31st August 2020 (month 5).
- 338.3** On the proposition of Cllr Goffey, seconded Cllr Yelland, it was **RESOLVED** to approve the schedule of payments dated 12th October 2020
- 339** **Policies and Documents** – The Clerk reported that members of staff had been consulted about the changes in the Annual Leave Policy and no concerns had been raised.
- On the proposition of Cllr Leech, seconded by Cllr Sanger, it was **RESOLVED** to recommend the policy to full Council. Clerk
- 340** **DCC Local Flood Risk Management Strategy Consultation** – On the proposition of Cllr Tolley, seconded by Cllr Leech, it was **RESOLVED** to submit the draft response prepared by Cllr Goffey. Clerk
- The Council's Emergency Plan to be revisited.
- 341** **Council Document Archiving** – Cllr Marsh declared a personal interest.
- The Clerk reported that work to sort and record documents held in the archive had commenced, concentrating initially on documentation post 1974 when the Council changed from Okehampton Borough Council. It was noted that some documentation had previously been destroyed and financial information was currently only held until around 2006.
- On the proposition of Cllr Goffey, seconded by Cllr Yelland, (1 abstention) it was **RESOLVED** to destroy the documentation in line with the Document Retention Policy, but that the Okehampton Archive Group be given a sample of the invoices and other documentation with a view to the keeping of an historical record. Clerk
- 342** **Reports of Council Working/Task & Finish Groups** –
- 342.1** **Investment** – Cllr Tolley reported on the recently held meeting and the groups recommendation that the Council invest in the Tamar Energy Community Solar Roofs Project. A 5% return was anticipated, and the investment would show Council support of Climate Change initiatives whilst helping to reduce its carbon footprint. The risks including potential of loss of money had been taken into consideration and thought to be minimal.
- On the proposition of Cllr Goffey, seconded by Cllr Marsh, it was **RESOLVED** to recommend to full Council that the Council invest £5,000 in the project. Clerk
- 342.2** **IT System Review** – On the proposition of Cllr Tolley, seconded by Cllr Leech, it was **RESOLVED** that the Clerk purchase a standalone laptop, which would not connected to the IT system, and a home and student MS Office package up to the value of £500. Clerk
- 343** **Members' Reports and Requests for Agenda Items** –
- 343.1** **Citizens Advice** – Cllr Button reported that no update had been received.

- 343.2** DALC Larger Councils Sub-Committee – Cllr Tolley reported that a meeting had not been held recently but he had attended the AGM along with Cllr Goffey who had attended as County Committee Representative. The next AGM was scheduled for 6th October 2021.
- 343.2** Fairtrade – Cllr Button reported that the group had a stall in Red Lion Yard recently and made approx. £130 profit.
- 343.3** Okehampton & District Community Transport Group – Cllr Leech reported that the group had acquired a pop-up shop location in the town. Cllr Goffey advised she was volunteering.
- 343.4** Twinning Association – No report, the nominated representative having recently resigned from the Council.
- 344** Urgent Items – The Clerk reported that the external audit report had been returned and no issues of concern or recommendations had been made.

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.

- 342** Outstanding Balances – The report as of 30th September 2020 was reviewed and an update provided by the Clerk.

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

The Chairman closed the meeting at 7.53pm

Cllr Tolley
Chairman