

**Minutes of Okehampton Town Council Remote Policy and Resources Committee Meeting  
held on Monday 10<sup>th</sup> August 2020 at 7pm**

**Committee Members Present:** Councillor B Tolley (Chairman)  
Councillor J Goffey (Chairman, Property)  
Councillor T Leech (Chairman, Planning)  
Councillor G Button  
Councillor D Sanger  
Councillor D Travers

**Other Members Present:** Councillor P Jessop  
Councillor A Wood

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

- 204**     **Apologies for Absence** –  
Apologies tendered by Cllr Yelland, who was on holiday, and Cllr Marsh who had connection issues were **approved** on the proposition of Cllr Leech, seconded Cllr Goffey
- Apologies tendered by Cllr’s Holt, Ireland and Penna who were not members of the Committee were noted.
- 205**     **Deferment of Business** – None
- 206**     **Members’ Questions** – None
- 207**     **Minutes** – The minutes of the Policy and Resources Committee meeting held on 13<sup>th</sup> July 2020 were **APPROVED**, to be signed by the Chairman at a later date, on the proposition of Cllr Travers, seconded by Cllr Sanger.
- 208**     **Appointment of Committee Vice-Chairman** – The recent resignation of Mrs Tucker from the Council had left the Committee without a Vice-Chairman. On the proposition of Cllr Goffey, seconded Cllr Leech, it was **RESOLVED** to appoint Cllr Sanger Vice-Chairman of the Committee.
- 209**     **Grant Applications** –  
**Okehampton Carnival Committee** – It was noted that the Committee had not had the opportunity to undertake fundraising this year. On the proposition of Cllr Goffey, seconded Cllr Leech, it was **RESOLVED** to award a grant of £1,000 and that if events did not go ahead in 2020 the funds were to be put towards the 2021 Carnival as it was acknowledged some expenditure, such as insurance, would still be incurred.
- 210**     **Grant Awarded Feedback** – None received
- 211**     **COVID-19 Grant Funding Applications** –  
**Entertainingly Different** – The Clerk highlighted the restrictions as set out in the policy and raised concerns as to whether the application fit the requirements. Cllr Travers advised she had spoken to the applicant who had changed his project slightly and he would be attending locations to visit multiple persons at a time.
- On the proposition of Cllr Goffey, seconded Cllr Travers it was **RESOLVED** to award a grant of £500 subject to the maximisation of number of persons the entertainment reached and included locations such as Kent House and Castle Ham Lodge.

**Action**

Clerk

Clerk

- 212** **Finances** -
- 212.1** In absence of Cllr Marsh the report regarding the audit of bank reconciliations and online payments was deferred to the next meeting.
- 212.2** On the proposition of Cllr Goffey, seconded Cllr Button, it was **RESOLVED** to approve the schedule of payments dated 10<sup>th</sup> August 2020 and the management accounts for the month ended 30<sup>th</sup> June 2020 (month 3).
- 213** **Devon Communities Together** - On the proposition of Cllr Sanger, seconded Cllr Tolley it was **RESOLVED** to approve an annual subscription to the organisation the current cost being £50.
- 214** **IT Equipment** – The Clerk advised that her computer monitor was of the old shape and type and requested permission to purchase a new one along with a webcam to allow attendance at virtual meetings from her office computer.
- (Cllr Wood arrived)
- On the proposition of Cllr Leech, seconded Cllr Travers it was **RESOLVED** that the Clerk purchase a computer monitor and webcam at an approximate cost of £200.
- 215** **Reports of Council Working/Task & Finish Groups** –
- 215.1** **Investment** – Group paused
- 215.2** **IT System Review** – The Clerk reported that installation of the new phone system and broadband supplier change was in progress.
- 216** **Members' Reports and Requests for Agenda Items** –
- 216.1** **Citizens Advice** – Cllr Button reported that the Ockment Centre was due to reopen which hopefully would facilitate more face to face meetings.
- 216.2** **DALC Larger Councils Sub-Committee** – The next meeting was scheduled for 12<sup>th</sup> November.
- 216.3** **Fairtrade** – Cllr Button reported that the on-line quiz had been successful, and she was attending the next meeting which was taking place on 11<sup>th</sup> August.
- 216.4** **Okehampton & District Community Transport Group** – Cllr Leech reported that the latest newsletter had been circulated to Members. The group had not had any input from WDBC or any other organisations throughout the lockdown but had continued to offer a service.
- 216.5** **Twinning Association** – No report, the nominated representative having recently resigned from the Council.

Clerk

Clerk

Member of the public and Cllr Wood 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 Goffey, seconded by Cllr Leech.

- 217 **Outstanding Balances** – The report dated 30<sup>th</sup> June 2020 was reviewed in conjunction with an update from the Clerk.
- 218 **Admin Officer and Mayor’s Assistant Vacancy** – Cllr Tolley and the Clerk reported on the shortlisting and interview process and the recommendation of the recruitment panel was noted. On the proposition of Cllr Goffey, seconded Cllr Travers, it was **RESOLVED** to appoint the recommended person, subject to checking if ratification by full Council was required.

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

The Chairman closed the meeting at 7.45pm

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**Cllr Tolley**  
**Chairman**