

**Minutes of Okehampton Town Council Remote Policy and Resources Committee Meeting
held on Monday 13th July 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 C Holt
Councillor P Jessop

In Attendance: Mrs E James (Town Clerk)

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| <p>129 <u>Apologies for Absence</u> –
Apologies received from Cllr Penna, who is not a member of the Committee, were noted.
Apologies tendered by Cllr Travers due to work commitments were approved on the proposition of Cllr Goffey, seconded Cllr Leech
Apologies tendered by Cllr Tucker due to a long workday and other issue noted. On the proposition of Cllr Marsh, seconded Cllr Goffey (1 against and 3 abstentions), it was RESOLVED to note disappointment in relation to the reason expressed and as being Vice-Chairman of the Committee.</p> | |
| <p>130 <u>Declarations of Interest</u> – None</p> | |
| <p>131 <u>Deferment of Business</u> – None</p> | |
| <p>132 <u>Members' Questions</u> – None</p> | |
| <p>133 <u>Minutes</u> – The minutes of the Policy and Resources Committee meeting held on 15th June 2020 were APPROVED, to be signed by the Chairman at a later date, on the proposition of Cllr Yelland, seconded by Cllr Goffey.</p> | |
| <p>134 <u>Grant Applications</u> – None</p> | |
| <p>135 <u>Grant Awarded Feedback</u> – None received</p> | |
| <p>136 <u>COVID-19 Grant Funding Applications</u> – No applications had been received.</p> | |
| <p>137 <u>Finances</u> -</p> | |
| <p>137.1 Cllr Marsh reported that the checks would be undertaken as soon as all bank statements had been received and reconciliations completed.</p> | |
| <p>137.2 On the proposition of Cllr Marsh, seconded Cllr Goffey, it was RESOLVED to approve the management accounts for the month ended 31st May 2020 (month 2).</p> | |
| <p>137.3 On the proposition of Cllr Yelland, seconded Cllr Sanger, it was RESOLVED to approve the schedule of payments dated 13th July 2020.</p> | |
| <p>138 <u>Review of Policies and Documents</u> – On the proposition of Cllr Leech, seconded by Cllr Sanger, it was RESOLVED to recommend the following policy to full Council for approval:</p> <ul style="list-style-type: none"> • Uniform Policy for Employees | |

- 139 **Internal Auditor** – The Committee noted that IAC Audit and Consultancy Ltd had been appointed for a 3 year period in 2019 and had 2 years of the contract remaining; 2020/21 and 2021/22.
- 140 **Admin Officer Vacancy** – The Clerk reported that the closing date for applications was 24th July and the recruitment panel would consist of 2 Members of the Personnel Sub-Committee, Cllr’s Tolley and Marsh, and herself in line with the Terms of Reference. Interviews were scheduled for early August and a recommendation would be made to the August meeting of the Committee.
- 141 **Reports of Council Working/Task & Finish Groups** –
- 141.1 **Anniversaries of Markets, Fairs and Charters** – On the proposition of Cllr Leech, seconded by Cllr Tolley, it was **RESOLVED** to dissolve the group until Autumn 2021 for consideration of an event in 2022. Clerk
- 141.2 **Investment** – Group paused
- 141.3 **IT System Review** – Recommendation to be discussed under Part 2
- 141.4 **75th Anniversary of VE & VJ Days in 2020** – Cllr Sanger reported that the Pageant Master had advised they are hoping to suggest some events that could be held on 15th August for consideration of the group. Ass. Clerk
- 142 **Members’ Reports and Requests for Agenda Items** –
- 142.1 **Citizens Advice** – Cllr Button advised that a report was still awaited and there had been no newsletter published.
- 142.2 **DALC Larger Councils Sub-Committee** – Meeting held on 2nd July, attended by Cllr Tolley and the Clerk. Amongst the subjects discussed as the COVID19 financial impact, reopening of public places, sharing of ideas associated with planning for social and economic recovery and reflection of success stories. Other topics included the Code of Conduct consultation and associated lack of sanctions. The next meeting was scheduled for 12th November.
- 142.3 **Fairtrade** – Cllr Button reported that the online quiz was on the Facebook page, and was open until around 23rd July.
- 142.4 **Okehampton & District Community Transport Group** – Cllr Leech advised there was no update to report
- 142.5 **Twinning Association** – No report
- 143 **Urgent Items** – Cllr Yelland reported that Waitrose were installing a public access defibrillator on outside of the building which would be maintained and managed by themselves.

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 Sanger.

- 144 **Outstanding Balances** – The report dated 30th June 2020 was reviewed in conjunction with a report from the Clerk who would circulate the response to a query after the meeting.

- 145 **IT Systems Review** – On the proposition of Cllr Yelland, seconded Cllr Leech, it was **RESOLVED** to approve the following in accordance with the previously circulated report:
- Acceptance of the quotation from Purple Telecommunications for the purchase of a new VOIP telephone system and changes to the broadband supplier
 - The virement of £1,200 from general reserves to the IT budget to cover the costs, noting that the cost of linking the new broadband to the IT system was unknown and would need to be undertaken by the Council's IT contractor.

Clerk

Ass.Clerk

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

The Chairman closed the meeting at 7.40pm

Cllr Tolley
Chairman