

**Minutes of Okehampton Town Council Remote Policy and Resources Committee Meeting
held on Monday 8th February 2021 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 B Matravers
Councillor D Travers

Other Members Present: Councillor T Abbots
Councillor C Holt
Councillor M Ireland
Councillor P Jessop
Councillor A Wood

In Attendance: Mrs E James (Town Clerk)

		Action
650	<u>Declarations of Interest</u> – (Cllr Leech arrived during this item of business) The following personal interests were declared: <ul style="list-style-type: none"> • Cllr's Goffey, Button, Wood and Travers – Min Ref 656.2 as allotment holders • Cllr's Yelland, Marsh and Ireland - Min Ref 656.2 as Trustees of Okehampton United Charity • Cllr's Marsh and Wood – Min Ref 656.3 as members of the Okement Rivers Improvement Group • Cllr Marsh – Min Ref 656.1 as a member of the Duke of Edinburgh Group • Cllrs Ireland and Marsh – Min Ref 656.4 as members of the Archives Group 	
651	<u>Apologies for Absence</u> – Apologies from Cllr Sanger who was unsure if she would be able to attend due to a bereavement were approved on the proposition of Cllr Yelland, seconded Cllr Goffey.	
652	<u>Deferment of Business</u> – None	
653	<u>Members' Questions</u> – None	
654	<u>Minutes</u> – The minutes of the Policy and Resources Committee meeting held on 11 th January 2021 were APPROVED to be signed by the Chairman at a later date, on the proposition of Cllr Tolley, seconded by Cllr Travers.	
655	<u>Matters Arising</u> - None	
656	<u>Grant Applications</u> –	
656.1	On the proposition of Cllr Goffey, seconded Cllr Travers (1 abstention), it was RESOLVED to award a grant of £500 to Okehampton Duke of Edinburgh Open Group towards insurance, equipment repair/replacement and training costs.	

- 656.2** On the proposition of Cllr Tolley, seconded Cllr Leech (5 abstentions), it was **RESOLVED** to award a grant of £2,175 to Okehampton United Charity towards the running and maintenance costs of the allotments.
- 656.3** On the proposition of Cllr Goffey, seconded Cllr Yelland (1 abstention), it was **RESOLVED** to award a grant of £170 to the Okement Rivers Improvement Group to cover the insurance costs.
- 656.4** On the proposition of Cllr Yelland, seconded Cllr Travers (1 abstention), it was **RESOLVED** to award a grant of £400 to Okehampton Community Archives towards the costs of overheads including insurance and heating.
- 656.5** On the proposition of Cllr Marsh, seconded Cllr Leech, it was **RESOLVED** to award a grant of £500 to Okehampton United Ecclesiastical Charity towards the maintenance costs of the Town Clock.
- 656.6** On the proposition of Cllr Goffey, seconded Cllr Matravers, it was **RESOLVED** to award a grant of £500 to Tor Support Services towards the provision of counselling services for children and young people.
- 656.7** On the proposition of Cllr Travers, seconded Cllr Yelland, it was **RESOLVED** to roll over the grant of £500 approved in April 2020 towards the set up costs of Okehampton Parkrun which has been delayed due to the pandemic to the 2021/22 financial year.
- 658** **Grant Awarded Feedback** – Feedback from the following groups and organisations was noted:
- Okehampton United Ecclesiastical Charity for a grant of £500 awarded in October 2019
 - Tor Support Services for the grant of £500 awarded in March not June 2000 as stated on their feedback form
- 659** **COVID-19 Grant Funding Applications** – None
- 660** **Finances -**
- 661** Cllr Marsh reported that the audit of the bank reconciliations and BACS payments including the Lloyds card purchases had been undertaken and no problems had been identified.
- 662** On the proposition of Cllr Yelland, seconded Cllr Goffey, it was **RESOLVED** to approve the management accounts for the month ended 31st December 2020 (month 9).
- 663** On the proposition of Cllr Tolley, seconded Cllr Leech, it was **RESOLVED** to approve the schedule of payments dated 8th February 2021.
- 664** **Policies and Documents** –
- 664.1** On the proposition of Cllr Goffey, seconded Cllr Travers, it was **RESOLVED** to recommend to full Council the following documents:
- Cemetery Rules and Regulations
 - Cemetery Brochure
 - Cemetery Schedule of Fees and Charges
 - Cemetery Memorial Management Policy
 - Cemetery General Risk Assessment

On the proposition of Cllr Leech, seconded Cllr Yelland, it was **RESOLVED** to recommend to full Council the following documents:

- Health and Safety Policy
- Lone Working Policy

664.2 On the proposition of Cllr Goffey, seconded Cllr Marsh it was **RESOLVED** to recommend to full Council the revocation of the Exclusive Rights of Burial Policy from 31st March 2021.

664.3 On the proposition of Cllr Leech, seconded Cllr Goffey, it was **RESOLVED** to recommend to full Council the extension of the COVID19 Grant Policy for the 2021/22 financial year.

665 **Cemetery Management -**

665.1 On the proposition of Cllr Yelland, seconded Cllr Leech, it was **RESOLVED** delegate decisions in relation to the management of burials in Okehampton Cemetery, including Exclusive Rights of Burial applications for the reservation of future plots to the Clerk.

665.2 On the proposition of Cllr Leech, seconded Cllr Goffey, it was **RESOLVED** to make enquiries about the business rate status of the Cemetery and register if necessary, noting that back payment of rates could be required.

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

666.1 Investment – No recent meeting to report upon

666.2 IT System Review – No meeting had taken place. The Clerk reported that the offer of redundant IT equipment to Okehampton Primary School, its disposal having previously been approved by the Committee, had been accepted by the Dartmoor Multi Academy Trust. The hard drives had been removed for GDPR compliance and certified destruction at a later date, and the equipment would be delivered later in the week.

666.3 Queens Platinum Jubilee, 2022 – An initial meeting had been held and potential events included a joint event with Okehampton Hamlets Parish Council incorporating the lighting of a beacon, planting of trees in Clapps Wood, a Parade and events in the park involving different organisations and groups. Mrs Horn was undertaking some research.

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

667.1 Citizens Advice – Cllr Button advised she had received no information to report upon

667.2 DALC Larger Councils Sub-Committee – Cllr Tolley advised that the next meeting was due to be held on 11th February.

667.3 Fairtrade – Cllr Button reported that the group were holding a virtual coffee evening on 27th February.

667.4 Okehampton & District Community Transport Group – Cllr Leech declared a personal interest being a Trustee and Chairman of the group.

A meeting had been held earlier in the day, delivery of a new bus was awaited, the group had been working hard assisting with the Covid vaccinations. Approx. 3 years ago there had been a potential issue with contract work which would have put transport groups at risk of having to

comply with complex additional government legislation. This had been squashed in relation to small community transport groups.

667.5 Twinning Association – Cllr Wood reported that a meeting had not been held but discussions with the French Association Chairman in relation to visits, as and when that would be possible, had been held.

667.6 Cluster Group for Emergencies – Cllr Button advised difficulty receiving invitations. The Cluster Groups had not got off the ground and there was an issue with Community Group meetings.

(Cllrs Holt, Ireland, Jessop and 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 Yelland.

Protocol that members declare they cannot be overheard

668 Outstanding Balances – The report dated 31st January 2021 and subsequent updates were noted.

669 Cemetery Liability - On the proposition of Cllr Marsh, seconded Cllr Goffey it was **RESOLVED** to recommend the document to full Council with amendments and corrections as noted.

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

The Chairman closed the meeting at 8.20pm

Cllr Tolley
Chairman