

**Minutes of a Remote Okehampton Town Council Emergency Committee Meeting
held on Wednesday 24th February 2021 at 3.30pm**

Committee Members Present: Councillor J Yelland (Mayor)
Councillor J Goffey (Chairman, Property)
Councillor T Leech (Chairman, Planning)
Councillor C Marsh (Chairman, Parks)
Councillor B Tolley (Chairman, Policy & Resources)

Other Members Present: Councillor T Abbotts
Councillor M Ireland
Councillor B Matravars
Councillor D Travers

In Attendance: Mrs E James (Town Clerk)
Mrs C Ellis (Assistant Clerk)

		Action
702	<u>Urgent Items</u> – The Clerk reported that the London Bridge Policy had been reviewed to ensure that all necessary items were available for when they would be needed.	
703	<u>Apologies for Absence</u> – None	
704	<u>Members Questions</u> – None	
705	<u>Minutes</u> – On the proposition of Cllr Leech, seconded Cllr Tolley, it was RESOLVED to approve the minutes of the meetings held on 9 th March and 6 th April 2020.	
706	<u>COVID19 – Preparation for Face-to-Face Meetings</u> – Consideration was given to preparation for possible face to face meetings in the event that Legislation permitting virtual meetings was not extended past 6 th May 2021 and delegations required should those meetings not be able to be held. On the proposition of Cllr Goffey, seconded Cllr Tolley, it was RESOLVED to recommend to full Council the delegations as set out in the Clerk’s report at Item 3, with the following additions, noting that members of staff would continue to work from home as necessary: c) to include the Mayor or Deputy Mayor e) that the schedule of payments be circulated by email or other means to all Members for a response to the Clerk or Assistance Clerk within 3 working days. Final agreement to be made by the Mayor or Deputy Mayor, in conjunction with the Clerk or Assistant Clerk	Clerk
	On the proposition of Cllr Goffey, seconded Cllr Tolley, it was RESOLVED to recommend to full Council that face-to-face meetings, whilst unable to be held in the Chamber, would take place in the Charter Hall. If the Charter Hall was unavailable other locations would be considered. The Clerk to make enquiries with other locations including the Ockment Centre in relation to the dining hall, the Church Hall, Fairplace Church and the Conservative Club in relation to the Drill Hall.	Clerk

On the proposition of Cllr Goffey, seconded Cllr Marsh, it was **RESOLVED** to recommend to full Council the purchase of a T-Bone 100 microphone system with a minimum of 20 microphones.

The Chairman closed the meeting at 4.20pm.

Councillor Yelland
Chairman

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