

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 16th March 2020 at 7pm in the Council Chamber,
Town Hall, Okehampton**

Committee Members Present: Councillor B Tolley (Chairman)
Councillor J Yelland (Mayor)
Councillor T Leech (Chairman, Planning)
Councillor C Marsh (Chairman, Parks)
Councillor G Button
Councillor D Sanger
Councillor D Travers

Other Members Present: Councillor J Goffey
Councillor C Holt
Councillor M Ireland
Councillor P Jessop
Councillor D Penna

In Attendance: Mrs E James (Town Clerk)

- | | Action |
|---|---------------|
| 771 <u>Apologies for Absence</u> – Apologies received from Cllr Tucker, who was away to attend a funeral, was APPROVED on the proposition of Cllr Leech, seconded Cllr Sanger. | |
| 772 <u>Urgent Items</u> – The Clerk reported on latest advice relating to the COVID-19 (Coronavirus) Pandemic advising that the Emergency Committee had met to make arrangements in the event that the offices had to close to ensure the continuation of council services. | |
| 773 <u>Declarations of Interest</u> – None | |
| 774 <u>Deferment of Business</u> – None | |
| 775 <u>Members' Questions</u> – None | |
| 776 <u>Minutes</u> – The minutes of the Policy and Resources Committee meeting held on 10 th February 2020 were APPROVED and signed by the Chairman on the proposition of Cllr Marsh, seconded by Cllr Sanger. | |
| 777 <u>Matters Arising</u> – The Committee noted that WDBC had deferred a proposal to increase charges for the emptying of dog waste and litter bins and would be carrying out a consultation with town and parish councils with a view to increasing the charges from 1 st April 2021 | |
| 778 <u>Grant Applications</u> – The following interests were declared:
Cllr Leech as a Trustee – Min Ref 778.1 and 778.9
Cllr Marsh as a Trustee – Min Ref's 778.4 and 778.7
Cllr Yelland as a Trustee – Min Ref 778.7
Cllr Tolley as a Trustee – Min Ref 778.4

The Committee considered the following applications for a Town Council grant: | |
| 778.1 <u>Ockment Centre Work Club</u> – On the proposition of Cllr Marsh, seconded by Cllr Yelland, it was RESOLVED to defer consideration of the application until the 2020/21 financial year due to the amount of applications received which exceeded the funds available. | |

Clerk

<p>778.2 <u>Wren Music</u> - On the proposition of Cllr Yelland, seconded by Cllr Marsh (3 in favour, 3 against, 1 abstention), following a casting vote by the Chairman Cllr Tolley, it was RESOLVED to award a grant of £400, not the £500 applied for as it was largely retrospective and due to the amount of applications being considered, towards the cost of the Lantern Procession Event in 2020, subject to it going ahead.</p>	Clerk
<p>778.3 <u>Citizens Advice TNMWD</u> – A query was raised in relation to the accounts and the grant awarded to the group in the last financial year which the Clerk would follow up.</p> <p>On the proposition of Cllr Tucker, seconded by Cllr Button, it was RESOLVED to award a grant of £4,000 to support the work of the group in Okehampton.</p>	Clerk
<p>778.4 <u>OCRA</u> - On the proposition of Cllr Sanger, seconded by Cllr Yelland (2 abstentions), it was RESOLVED to award a grant of £500 towards the cost of a Fields in Trust event and the Sports and Fitness festival in 2020.</p>	Clerk
<p>778.5 <u>Okehampton Parkrun</u> - On the proposition of Cllr Marsh, seconded by Cllr Leech, it was RESOLVED to defer consideration of the application until the 2020/21 financial year due to the amount of applications received which exceeded the funds available.</p>	Clerk
<p>778.6 <u>Devon Development Education</u> - On the proposition of Cllr Marsh, seconded by Cllr Yelland, it was RESOLVED to defer consideration of the application until the 2020/21 financial year due to the amount of applications received which exceeded the funds available.</p>	Clerk
<p>778.7 <u>Okehampton United Charities</u> – It was noted that the expenses for the running of the allotments included one off costs for the replacement of the raised beds.</p> <p>On the proposition of Cllr Yelland, seconded by Cllr Tucker (1 abstention), it was RESOLVED to award a grant of £5,650, not the £5,934 applied for due to the amount of grants being considered and it was suggested the difference be included in a grant application in the 2020/21 financial year.</p>	Clerk
<p>778.8 <u>Tor Support Services</u> - On the proposition of Cllr Marsh, seconded by Cllr Leech, it was RESOLVED to award a grant of £500 to assist in the cost of the provision of counselling sessions for young people.</p>	Clerk
<p>778.9 <u>Ockment Centre</u> - On the proposition of Cllr Yelland, seconded by Cllr Travers (1 abstention), it was RESOLVED to award a grant £5,000 to assist with the funding of staff salaries.</p>	Clerk
<p>779 <u>Grant Awarded Feedback</u> – None received</p>	
<p>780 <u>Finances</u> -</p>	
<p>780.1 Cllr Marsh advised that she had undertaken the checks to date including on-line payments all of which were correct.</p>	Cllr Marsh
<p>780.2 Cllr Yelland highlighted some budget lines that were overspent and requested clarification be provided for the next meeting.</p> <p>On the proposition of Cllr Yelland, seconded Cllr Sanger, it was RESOLVED to approve the accounts.</p>	Ass. Clerk

- 780.3** On the proposition of Cllr Marsh, seconded Cllr Yelland the schedule of payments was **APPROVED**, including a debit card payment of approximately £765 for the purchase of BT phone box parts as approved by the Parks Committee Min Ref 754, 9th March 2020.
- 781** **Pay Scales and Allowances** – It was noted that no further information had been received from the National Joint Council for Local Government Services in relation to pay for the year 2020/21.
- 782** **Annual Subscriptions** – The list of annual subscriptions was reviewed and approved on the proposition of Cllr Yelland, seconded Cllr Leech.
- 783** **Regular Direct Debits, Standing Orders and BACS Transactions** – The list was reviewed and approved on the proposition of Cllr Leech, seconded Cllr Travers.
- 784** **Insurance** – The committee noted that the annual insurance review had taken place.
- 785** **Review of Policies and Documents** – On the proposition of Cllr Leech, seconded by Cllr Marsh, it was **RESOLVED** resolve to recommend the following policies to full Council for approval and that refreshments to be provided as stated in the Hosting of Foreign Visitors Policy would be funded from the Civic Functions budget:
- Health & Safety Policy
 - Hosting of Foreign Visitors at the Request of Local Organisations/ Charities
 - Lone Working Policy
 - Tree Policy (Planning Committee)
- 786** **Reports of Council Working/Task & Finish Groups** –
- 786.1** **Anniversaries of Markets, Fairs and Charters** – It was noted that the Library were interested in taking part, if the event was now able to take place in June 2020.
- 786.2** **Investment** – No meeting had been held
- 786.3** **IT System Review** – It was noted that a new projector had been purchased and that over 50% of Members had opted out of receiving paper copies of minutes and associated papers.
- On the proposition of Cllr Yelland, seconded Cllr Sanger, it was **RESOLVED** to agree the Clerks recommendation that not being of an urgent nature the item be deferred until the COVID-19 emergency had subsided.
- 786.3** **75th Anniversary of VE & VJ Days in 2020** – It was noted that the event might need to be cancelled in view of the COVID-19 emergency and forthcoming Government advice. The WG also noted that an Officer should be present at the event and that Council insurance would be required, possibly at cost.
- 787** **Members' Reports and Requests for Agenda Items** –
- 787.1** **Citizens Advice** – Cllr Button reported that she was trying to arrange a meeting with the organisation.
- 787.2** **DALC Larger Councils Sub-Committee** – The February meeting had been cancelled.

787.3 Fairtrade – The Community Feast had been well attended and thanks was passed to the Mayor for attending the event.

787.4 Okehampton & District Community Transport Group – Cllr Leech reported that some of the volunteers had stopped driving temporarily due to COVID-19.

787.5 Twinning Association – No report from Cllr Tucker

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 Marsh, seconded by Cllr Leech.

788 **Outstanding Balances** – The Clerk reported that a longstanding debt had been cleared.

(Cllrs Goffey, Holt, Ireland, Jessop and Penna not being Members of the Committee left the meeting)

789 **Staffing Matters** – The Clerk reported that the staff annual appraisal/performance reviews had taken place in February and there were no issues arising. Training and requests had been reviewed and some online courses that employees could undertake from any location had been arranged.

On the proposition of Cllr Marsh, seconded Cllr Leech, it was **RESOLVED** that N Cleave be authorised to attend a RoSPA Playground Inspection Course.

(The Clerk left the meeting)

790 **Clerk's Appraisal** – The Committee were updated by the appraisers, Cllrs Yelland and Tolley. A **RESOLUTION** was made on the proposal of Cllr Button, seconded Cllr Travers.

(All those who had left the meeting including the Clerk returned)

On the proposition of Cllr Marsh, seconded Cllr Sanger, it was **RESOLVED** to exit and ratify decisions made in Part Two.

The Chairman closed the meeting at 9pm

Cllr Tolley
Chairman

Clerk