

**Minutes of Okehampton Town Council Remote Policy and Resources Committee Meeting
held on Monday 8th March 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 Sanger
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
727 <u>Declarations of Interest</u> – Cllr Leech declared a personal interest in Min Ref 733.1, being a Trustee of the group. Cllrs Marsh and Tolley declared personal interests in Min Ref 733.3 being Trustees.	
728 <u>Apologies for Absence</u> – None	
729 <u>Deferment of Business</u> – None	
730 <u>Members' Questions</u> – None	
731 <u>Minutes</u> – The minutes of the Policy and Resources Committee meeting held on 8 th February 2021 were APPROVED to be signed by the Chairman at a later date, on the proposition of Cllr Yelland, seconded by Cllr Sanger.	
732 <u>Matters Arising</u> - None	
733 <u>Grant Applications</u> –	
733.1 On the proposition of Cllr Goffey, seconded Cllr Marsh (1 abstention), it was RESOLVED to award a grant of £5,000 to the Ockment Centre to assist with reception staffing costs.	Clerk
733.2 It had been ascertained that the group was being set up through the Medical Centre and a good proportion of attendees would be residents of the town. On the proposition of Cllr Goffey, seconded Cllr Matravers, it was RESOLVED to award a grant of £500 to Wren Music towards the cost of a music leader for the facilitation of a free singing group.	Clerk
733.3 On the proposition of Cllr Travers, seconded Cllr Button (2 abstentions), it was RESOLVED to award a grant of £500 to Okehampton Community Recreation Association towards the provision of supervised sport and activity for Okehampton College as part of the TES Tor Project, development of volunteer leaders and a family event in the park in the summer.	Clerk
734 <u>Grant Awarded Feedback</u> – None received	

- 735 **COVID-19 Grant Funding Applications** – None
- 736 **Finances** -
- 736.1 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.
- 736.2 Queries were raised with regard to the annual payment of £1 to WDBC relating to Brayhams Terrace and the purchase of the Okehampton Times during lockdown. The Clerk would investigate the reason for the WDBC payment and stated that the paper was a useful tool for providing an overview of what was happening in the town and area as well as the historical keeping of articles relating to the Council.
- On the proposition of Cllr Tolley, seconded Cllr Yelland, it was **RESOLVED** to approve the schedule of payments dated 8th March 2021 and the management accounts for the month ended 31st January 2021 (month 10).
- 736.3 On the proposition of Cllr Leech, seconded Cllr Travers, it was **RESOLVED** to approve the donation of £2,000 from the Mayor's expense budget to be split between 12 organisations, as set out in the previously circulated report, that were not-for-profit and for the benefit of Okehampton residents. The groups had all regularly booked the Charter Hall in 2019 for fundraising Coffee Mornings and had been unable to do so in the 2021/21 financial year due to the pandemic.
- 737 **Pay Scales and Allowances** – It was noted that the pay scales and allowances for 2021/22 as agreed by the National Joint Council for Local Government Services and as applicable to staff scale points for implementation from 1st April 2021, were not likely to be resolved prior to the elections in May 2021.
- 738 **Annual Subscriptions** – On the proposition of Cllr Goffey, seconded Cllr Yelland, it was **RESOLVED** to approve the renewal of the annual subscriptions as they arose throughout the year.
- 739 **Regular Direct Debits, Standing Orders and BACS Transactions** - On the proposition of Cllr Tolley, seconded Cllr Yelland, it was **RESOLVED** to approve the continuation of the regular payments as set out in the report.
- 740 **Insurance** – It was noted that the annual pre-renewal review meeting of the Council's insurance policy for the period 1st April 2021 to 31st March 2022 had taken place in February. It was the second of a three-year agreement.
- 741 **Policies and Documents** – On the proposition of Cllr Goffey, seconded Cllr Leech, it was **RESOLVED** to recommend to full Council the following documents:
- Document Retention Policy
 - Financial Regulations
 - Financial Management and Risk Assessment
 - Freedom of Information Publication Scheme
- 742 **Reports of Council Working/Task & Finish Groups** –
- 742.1 **Investment** – No recent meeting to report upon
- 742.2 **IT System Review** – No meeting had been held. The Clerk confirmed that the old IT equipment had been delivered to the local Multi-Academy Trust for use by the local schools.

Clerk

Clerk

- 742.3 Queens Platinum Jubilee, 2022 – No update to report.
- 743 **Members' Reports and Requests for Agenda Items** –
- 743.1 Citizens Advice – Cllr Button reported that there was no update and she would check the contact details she had with the Clerk.
- 743.2 DALC Larger Councils Sub-Committee – Cllr Tolley reported that he had attended a meeting on 11th February along with the Clerk. Amongst items discussed was the financial impact of COVID on budgets, precepts were increasing significantly in some parishes, up by 39% in one area, although some were minimal. The next meeting was on 17th June.
- 743.3 Fairtrade – Cllr Button reported that a recent virtual Coffee Evening for Fairtrade Fortnight had been well attended.
- 743.4 Okehampton & District Community Transport Group – Cllr Leech advised that he was now a full Trustee and Chairman of the group. The new bus had been delivered and they were working closely with the medical centre transporting people for their covid vaccinations, and potentially for testing. They were also working to bring admin processes up to date.
- 743.5 Twinning Association – Cllr Wood advised there had been no meeting and had no update to report.
- 743.6 Cluster Group for Emergencies – Cllr Button advised she had not had any contact from the group.

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 Leech seconded by Cllr Yelland.

(Cllr Holt left the meeting)

- 744 **Outstanding Balances** – The report and subsequent updates were noted.

(Cllr's Abbots, Ireland, Jessop and Wood left the meeting)

- 745 **Staffing Matters** - On the proposition of Cllr Button, seconded Cllr Travers it was **RESOLVED** to approve the increase as outlined in the Clerk's report.

Clerk

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

- 746 **Urgent Item** – The Clerk reported that Covid related grants amounting to £7,573 had been received from WDBC in February 2021.

The Chairman closed the meeting at 7.53pm

Cllr Tolley
Chairman