

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 17th May 2021 at 7pm in the Charter Hall, Okehampton**

Committee Members Present: Councillor D Sanger (Chairman)
Councillor B Tolley (Mayor)
Councillor M Ireland (Chairman, Planning)
Councillor D Travers (Chairman, Parks)
Councillor A Wood (Chairman, Property)
Councillor G Button
Councillor J Goffey
Councillor C Marsh
Councillor B Matravers
Councillor J Yelland

Other Members Present: Councillor T Abbots
Councillor C Holt
Councillor P Jessop

In Attendance: Mrs E James (Town Clerk)
2 Members of the public

- 12** **Declarations of Interest** – Cllr Goffey declared a personal interest in Min Ref 17.2 being a Trustee.
- 13** **Apologies for Absence** – Apologies received from Cllr Leech who was not a member of the Committee were noted.
- 14** **Deferment of Business** – None
- 15** **Members' Questions** – None
- 16** **Minutes** – The minutes of the Policy and Resources Committee meeting held on 22nd April 2021 were **APPROVED** and signed by the Chairman on the proposition of Cllr Goffey, seconded by Cllr Tolley.
- 17** **Grant Applications** –
- 17.1** **Okey Music Day** – On the proposition of Cllr Yelland, seconded Cllr Ireland, it was **RESOLVED** to defer a decision until clarification was received in relation to payment of the funding.
- 17.2** **Museum of Dartmoor Life and Tourist Information Facility** - On the proposition of Cllr Marsh, seconded Cllr Yelland (1 abstention), it was **RESOLVED** to award a grant of £3,500 for support towards the maintenance costs of the museum and £1,500 to assist with the running of the Tourist Information facility, subject to the Tourist Information grant being restricted for use by this service only and shown as such in the accounts.
- 18** **Finances** -
- 18.1** Cllr Marsh reported that the audit of the bank reconciliations and BACS payments including the Lloyds debit card purchases had been undertaken and no problems had been identified, additional spot checks had also been carried out.

Action

- 18.2 On the proposition of Cllr Yelland, seconded Cllr Tolley, it was **RESOLVED** to approve the management accounts for the month ended 31st March 2021 (month 12).
- 18.3 On the proposition of Cllr Marsh, seconded Cllr Wood, it was **RESOLVED** to approve payments in accordance with the schedule.
- 19 **Internal Audit** – It was noted that the audit was taking place on 20th May 2021.
- 20 **Policies and Documents** – On the proposition of Cllr Goffey, seconded Cllr Wood, it was **RESOLVED** to recommend to full Council the following policies and documents:
- Developer Engagement Policy (Planning)
 - Financial Regulations
 - Financial Risk Assessment
 - Investment Strategy
 - Reserves Policy
 - General Privacy Notice
 - Privacy Notice (for Staff, Councillors and Role Holders)
 - Privacy Policy
- 21 **Reports of Council Working/Task & Finish Groups** –
- 21.1 **Investment** – No recent meeting to report upon.
- 21.2 **Queens Platinum Jubilee, 2022** – No meeting to report upon.
- 22 **Members' Reports and Requests for Agenda Items** –
- 22.1 **Citizens Advice** – Cllr Abbots reported that he had been in contact with the CEO and an impact report was due to be published.
- 22.2 **DALC Larger Councils Sub-Committee** – The Clerk reported that the next meeting was on 17th June and that only Cllr Sanger would be attending due to holiday.
- 22.3 **Fairtrade** – Cllr Button reported that the group thanked the Council for continued support, and they had a stall at the Saturday Market on 8th May.
- 22.4 **Okehampton & District Community Transport Group** – No report.
- 22.5 **Twinning Association** – Cllr Wood reported that there had been no formal meeting, but it was not likely an exchange would take place in 2021 due to the pandemic.
- 22.6 **Cluster Group for Emergencies** – Cllr Button reported that she had not attended a meeting or received any contact from WDBC.

(2 members of the public 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 Tolley seconded by Cllr Goffey.

- 23 **CCTV Monitoring, Data Management Agreement and Documentation** – On the proposition of Cllr Goffey, seconded Cllr Tolley, it was **RESOLVED** to approve the Data Protection and Privacy Impact Assessment as previously circulated for ratification by full Council.

On the proposition of Cllr Yelland, seconded Cllr Travers, it was **RESOLVED** to approve the Data Processing Agreement as previously circulated for ratification by full Council.

On the proposition of Cllr Goffey, seconded Cllr Wood, it was **RESOLVED** to approve the Monitoring Agreement as previously circulated and including an amendment to clause 2.2 removing restriction on the number of times the agreement could be extended, for ratification by full Council.

On the proposition of Cllr Travers, seconded Cllr Button, it was **RESOLVED** to approve the Subject Access Request form as previously circulated, for ratification by full Council.

On the proposition of Cllr Goffey, seconded Cllr Tolley, it was **RESOLVED** to approve commencement of monitoring by Torbay Council as soon as possible to enable the commissioning and use of the mobile camera as soon as it could be arranged, for ratification by full Council.

24 **Outstanding Balances** – The Clerk provided an update.

(Cllrs Holt, Jessop and Abbots left the meeting)

25 **Staffing Matters** – The Clerk circulated a report and provided a verbal update.

On the proposition of Cllr Wood, seconded Cllr Tolley, it was **RESOLVED** that the Clerk and Park-Keeper be delegated responsibility in relation to internal temporary cover, item a) of the report.

On the proposition of Cllr Goffey, seconded Cllr Marsh, it was **RESOLVED** to use a contactor if necessary, in relation to item b) of the report.

On the proposition of Cllr Travers, seconded Cllr Matravers, it was **RESOLVED** to offer the apprenticeship rate as at item c) of the report.

On the proposition of Cllr Ireland, seconded Cllr Wood, it was **RESOLVED** that the Council would pay any costs in relation to attending and accommodation at Bicton College for the duration of the apprenticeship.

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

The Chairman closed the meeting at 8.05pm

Cllr Sanger
Chairman