

**Minutes of Okehampton Town Council Remote Policy and Resources Committee Meeting
held on Thursday 22nd April 2021 at 7pm**

Committee Members Present: Councillor B Tolley (Chairman)
Councillor J Yelland (Mayor)
Councillor J Goffey (Chairman, Property)
Councillor C Marsh (Chairman, Parks)
Councillor B Matravers
Councillor D Travers

Other Members Present: Councillor C Holt
Councillor A Wood

In Attendance: Mrs E James (Town Clerk)

- 800** **Declarations of Interest** – Cllr Yelland declared a personal interest in Min Ref 806.3 due to expenses submitted for payment.
- 801** **Apologies for Absence** – Apologies from Cllr’s Leech and Sanger, who were members of the Committee, due to prior family commitments were **approved** on the proposition of Cllr Goffey, seconded Cllr Yelland.
- Apologies from Cllr Jessop, due to a prior family commitment and Cllr Abbots who was having IT Issues, both of whom were not members of the Committee, were noted.
- Cllr Button who was a member of the Committee was not present.
- 802** **Deferment of Business** – None
- 803** **Members’ Questions** – None
- 804** **Minutes** – The minutes of the Policy and Resources Committee meeting held on 8th March 2021 were **APPROVED** to be signed by the Chairman at a later date, on the proposition of Cllr Tolley, seconded by Cllr Goffey.
- 805** **Grant Awarded Feedback** – Feedback received from the Ockment Centre for a grant of £5,000 awarded in March 2021 was noted.
- 806** **Finances** -
- 806.1** 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.
- 806.2** On the proposition of Cllr Marsh, seconded Cllr Tolley, it was **RESOLVED** to approve the management accounts for the month ended 28th February 2021 (month 11).
- 806.3** On the proposition of Cllr Marsh, seconded Cllr Goffey (1 abstention), it was **RESOLVED** to ratify payments made following cancellation of recent meetings as a mark of respect for the passing of HRH Prince Philip and as listed on the circulated schedule dated 12th April 2021.
- 806.4** On the proposition of Cllr Goffey, seconded Cllr Marsh, it was **RESOLVED** to reinvest the funds in the Nationwide Business 1 Year Fixed Rate Saver account for a further year.

Action

Clerk

- 807 **Policies and Documents** – On the proposition of Cllr Travers, seconded Cllr Yelland, it was **RESOLVED** to recommend to full Council the Internal Control Statement.
- 808 **Reports of Council Working/Task & Finish Groups** –
- 808.1 **Investment** – No recent meeting to report upon.
- 808.2 **IT System Review** – No recent meeting to report upon.
- 808.3 **Queens Platinum Jubilee, 2022** – It was noted that the event may be scaled back due to recent passing of HRH Prince Philip.
- 809 **Members' Reports and Requests for Agenda Items** –
- 809.1 **Citizens Advice** – No report.
- 809.2 **DALC Larger Councils Sub-Committee** – Cllr Tolley reported that the next meeting was on 17th June.
- 809.3 **Fairtrade** – No report.
- 809.4 **Okehampton & District Community Transport Group** – No report.
- 809.5 **Twinning Association** – Cllr Wood reported that a socially distanced walk of some members had taken place and it was not certain that a visit would take place in 2021 due to the pandemic.
- 809.6 **Cluster Group for Emergencies** – No report.

Clerk

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.

- 810 **Outstanding Balances** – The report was not available for which the Clerk apologised.

(Cllrs Holt and Wood left the meeting)

- 811 **Staffing Matters** –

- 811.1 The Clerk reported on recently undertaken staff appraisals and presented a report for consideration.

On the proposition of Cllr Tolley, seconded Cllr Marsh it was **RESOLVED** to approve Items 1 and 2 of the report, a 1 point pay increase and attendance on a course.

Clerk

On the proposition of Cllr Travers, seconded Cllr Matravers it was **RESOLVED** to approve Item 3 of the report, a 1 point pay increase.

Clerk

On the proposition of Cllr Goffey, seconded Cllr Travers it was **RESOLVED** to approve Item 4 of the report, inclusions of items on the job descriptions of members of staff.

Clerk

(The Clerk left the meeting)

811.2 The Committee were updated on the Clerk's annual appraisal. On the proposition of Cllr Marsh, seconded Cllr Yelland it was **RESOLVED** to approve a 1 point pay increase.

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

The Chairman closed the meeting at 7.43pm

Cllr Tolley
Chairman

DRAFT