

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 21st June 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)

	Action
70 <u>Declarations of Interest</u> – None	
71 <u>Apologies for Absence</u> – None	
72 <u>Deferment of Business</u> – None	
73 <u>Members' Questions</u> – A query was raised in relation to a previous grant application that had been deferred. The Clerk responded that in accordance with the resolution at Min Ref 17.1, as no further information had been received in relation to clarification of the payment the item had not been included on the agenda for the meeting.	
74 <u>Minutes</u> – The minutes of the Policy and Resources Committee meeting held on 17 th May 2021 were APPROVED and signed by the Chairman on the proposition of Cllr Yelland, seconded by Cllr Matravers.	
75 <u>Feedback Received</u> from Tor Support Services for a grant of £500 awarded in February 2021 was noted.	
76 <u>Grant Applications</u> –	
76.1 South Western Ambulance Charity – On the proposition of Cllr Tolley, seconded Cllr Wood, it was RESOLVED to award a grant of £73.85 for the purchase of a blood glucose monitor and an auto blood pressure kit for the Okehampton Community First Responder volunteer.	Clerk
76.2 Okehampton Fairtrade Group - On the proposition of Cllr Wood, seconded Cllr Travers, it was RESOLVED to award a grant of £220 towards the production of a leaflet celebrating 10 years of the Fairtrade status of the town.	Clerk
76.3 Poppy Appeal - On the proposition of Cllr Yelland, seconded Cllr Goffey, it was RESOLVED to approve a donation of £50 to the Poppy Appeal for a wreath for Remembrance Service 2021.	Clerk

77	<u>Finances -</u>	
77.1	Cllr Marsh reported that the audit of the bank reconciliations and BACS payments including the Lloyds debit card purchases had been undertaken on 15 th June and no problems had been identified.	
77.2	On the proposition of Cllr Wood, seconded Cllr Tolley, it was RESOLVED to approve the management accounts for the month ended 30 th April 2021 (month 1).	
77.3	On the proposition of Cllr Goffey, seconded Cllr Ireland, it was RESOLVED to approve payments in accordance with the schedule.	
77.4	On the proposition of Cllr Goffey, seconded Cllr Yelland, it was RESOLVED to approve the virement of £1,000 from general reserves to the Park Committee's Shrubs and Plants budget.	Ass. Clerk
77.5	On the proposition of Cllr Ireland, seconded Cllr Tolley, it was RESOLVED to recommend to full Council the virement of £7,000 from the earmarked Council Tax Support Grant Removal fund to the Roof Replacement project.	Clerk
77.6	On the proposition of Cllr Tolley, seconded Cllr Wood, it was RESOLVED to recommend to full Council the virement of £50,000 from the Roof Replacement earmarked fund to a Roof Replacement nominal code within the Property budget. (Cllr Button arrived)	Clerk
78	<u>Policies and Documents</u> – On the proposition of Cllr Goffey, seconded Cllr Travers (1 abstention), it was RESOLVED to recommend to full Council the Business Continuity Plan.	Clerk
	On the proposition of Cllr Goffey, seconded Cllr Matravers, it was RESOLVED to recommend to full Council the new Code of Conduct as recently adopted by WDBC.	Clerk
	On the proposition of Cllr Goffey, seconded Cllr Marsh, it was RESOLVED to recommend to full Council the London Bridge Policy.	Clerk
79	<u>Risk Assessment</u> – On the proposition of Cllr Wood, seconded Cllr Tolley, it was RESOLVED to approve the purchase of risk assessment software provided by DHM Solutions at a cost of £198 +vat.	Clerk
80	<u>Reports of Council Working/Task & Finish Groups</u> –	
80.1	Investment – No recent meeting to report upon.	Clerk/Ass. Clerk
80.2	Queens Platinum Jubilee, 2022 – A meeting was due to be held on 5 th July.	Clerk
81	<u>Members' Reports and Requests for Agenda Items</u> –	
81.1	Citizens Advice – Cllr Abbots reported that an impact report for 2020-21 had been received and circulated. Within that period 449 Okehampton Clients had been which had resulted in a total income gain of £200,816 for these persons.	
81.2	DALC Larger Councils Sub-Committee – Cllr Sanger had attended the meeting on 17 th June, next meeting was in November. The challenge of holding face to face meetings had been discussed amongst other issues including environmental work being undertaken.	

- 81.3 Fairtrade – Cllr Button reported that a meeting had been held and the group was hoping to be able to hold events later in the year.
- 81.4 **Okehampton & District Community Transport Group** – The Clerk advised that the most recent report had been circulated earlier in the day.
- 81.5 **Twinning Association** – Cllr Wood advised that no meeting had been held.
- 81.6 **Cluster Group for Emergencies** – Cllr Button reported that no meetings had been held.
- 82 **Urgent Items** – The Clerk reported that the Council had been offered a contribution of £1,565 towards the creation of the sensory garden at Fairplace from s.106 funding.

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 Ireland seconded by Cllr Tolley.

(Cllrs Abbots, Holt and Jessop left the meeting)

- 83 **Outstanding Balances** – The Clerk provided an update.
- 84 **Staffing Matters** – The Clerk reported that Mr Bryant had successfully completed the Horticultural Apprenticeship, on which he was congratulated by the Committee for the achievement.

A fixed term part-time vacancy for summer cover within the Parks Team, whilst the apprenticeship vacancy was filled, had been advertised internally and Mr Bryant had been appointed in accordance with Min Ref 25.

On the proposition of Cllr Yelland, seconded Cllr Sanger, it was **RESOLVED** that the recruitment panel for the Horticultural Apprenticeship vacancy consist of the Chairman or Vice-Chairman of the Parks Committee, the Clerk and Park-Keeper. It was noted that the closing date for the vacancy was 16th July.

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

The Chairman closed the meeting at 7.38pm.

Cllr Sanger
Chairman