

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 13th September 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 J Goffey
Councillor C Marsh
Councillor B Matravers
Councillor J Yelland

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

In Attendance: Mrs E James (Town Clerk)

278 **Declarations of Interest** – None

279 **Apologies for Absence** – On the proposition of Cllr Tolley, seconded Cllr Ireland, it was **RESOLVED** to accept the apologies from Cllr Button due to a family engagement.

280 **Deferment of Business** – None

281 **Members' Questions** – None

282 **Minutes** – The Clerk reported that Okehampton Hamlets Parish Council had advised their grant policy had been reviewed and the maximum award amount increased to £1,000. It was noted that at the time of consideration (Min Ref 222.2) the website had not been updated accordingly.

On the proposition of Cllr Tolley, seconded Cllr Yelland, it was **RESOLVED** to approve the minutes of the Policy & Resources Committee meetings held on 12th July and 16th August 2021 which were signed by the Chairman.

283 **Grants Awarded Feedback** – Feedback received as followed was noted by the Committee:

284 **Okehampton Duke of Edinburgh's Award** – For the grant of £500 awarded in July 2021 towards insurance costs.

285 **Devon Development Education** - For the grant of £350 awarded in April 2020 towards the cost of the purchase of exhibition banners and publicity materials for events in Okehampton.

586 **Staffing Matters** – It was noted that Mr G Bryant's employment with the Council ended on 3rd September 2021 and Mr J Peek commenced employment as Horticultural Apprentice on 6th September 2021.

287 **Finances**

287.1 Cllr Marsh reported that earlier in the day she had undertaken an audit of bank reconciliations, online payments and Lloyds Debit Card transactions made since the last report and no issues had been raised.

Action

287.2 On the proposition of Cllr Yelland, seconded Cllr Goffey, it was **RESOLVED** to approve the management accounts (as circulated) for months ended 30th June (month 3) and 31st July (month 4) 2021

287.3 On the proposition of Cllr Matravers, seconded Cllr Wood, it was **RESOLVED** to approve payments in accordance with the schedule.

288 **Terms of Reference** – On the proposition of Cllr Matravers, seconded Cllr Wood, it was **RESOLVED** to ~~approve payments in accordance with the~~ schedule recommend approval of the Terms of Reference for the Policy & Resources Committee and Personnel Sub-Committee to full Council.

289 **Policies and Documents** – On the proposition of Cllr Travers, seconded Cllr Wood, it was **RESOLVED** to recommend the Equal Opportunities Policy to full Council for ratification.

On the proposition of Cllr Ireland, seconded Cllr Travers, it was **RESOLVED** to recommend the Honorary Freeman (Freewoman) Policy to full Council for ratification.

On the proposition of Cllr Tolley Wood, seconded Cllr Wood, it was **RESOLVED** to recommend the Memorial Management Policy to full Council for ratification.

On the proposition of Cllr Matravers, seconded Cllr Wood, it was **RESOLVED** to recommend the Recruitment Policy to full Council for ratification.

On the proposition of Cllr Goffey, seconded Cllr Tolley, it was **RESOLVED** to recommend the Safeguarding Policy to full Council for ratification.

Standing Orders –

- On the proposition of Cllr Wood, seconded Cllr Goffey, it was **RESOLVED** to recommend to full Council that a press/media policy be created as at item 5.k xiv of the document.
- On the proposition of Cllr Yelland, seconded Cllr Sanger (1 against), it was **RESOLVED** to recommend to full Council that the number of Councillors increased to five as at item 7a of the document
- On the proposition of Cllr Tolley, seconded Cllr Sanger, it was **RESOLVED** to recommend to full Council the Standing Orders as circulated and including the above resolutions for ratification.

On the proposition of Cllr Goffey, seconded Cllr Wood, it was **RESOLVED** to recommend the Wood/Logs Policy to full Council for ratification

290 **Reports of Council Working/Task & Finish Groups** –

290.1 **Investment** – No meeting had been held

290.2 **Queens Platinum Jubilee, 2022** – A meeting had been held on 2nd September. The lighting of the beacon would be held in Okehampton Hamlets and arranged by the Parish Council. On Saturday in Simmons Park there would be a Christians together service followed by unveiling of plaque for commemorative Oak tree, followed by a Fields in Trust day with a variety of events including a re-enactment of the coronation and a cream tea. Commemorative metal water bottles were being considered instead of mugs. Costings were being investigated.

291 **Members' Reports and Requests for Agenda Items** –

291.1 **Citizens Advice** – Cllr Abbots had received no further information.

Clerk

- 291.2 DALC Larger Councils Sub-Committee** – No meeting had been held to report upon. The AGM and Conference were being held virtually in early October. Cllr Sanger and the Clerk were attending.
- 291.3 Fairtrade** – No report had been received from Cllr Button. Cllr Goffey and some other Cllrs had attended the recent Cream Tea.
- 291.4 Okehampton & District Community Transport Group** – Cllr Leech reported that the most recent newsletter had been circulated. There had been a Coffee Morning the previous weekend and car boot sales continued to be successful.
- 291.5 Twinning Association** – Cllr Wood advised the group was organising a cheese and wine evening in November.
- 291.6 Cluster Group for Emergencies** – No report had been received from Cllr Button.

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 involved the likely disclosure of sensitive and confidential information. Proposed by Cllr Ireland seconded by Cllr Sanger.

- 292 Outstanding Balances** – A report was provided by the Clerk.

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

- 293 Urgent Item** – The Clerk reported that the External Audit Report and Certificate had been received and that no comments or recommendations had been made. A copy would be circulated to all Councillors with the full Council agenda.

Clerk

The Chairman closed the meeting at 7.40pm.

Cllr Sanger
Chairman