

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 15th November 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 T Leech
Councillor C Marsh
Councillor B Matravers
Councillor J Yelland

Other Members Present: Councillor T Abbots
Councillor C Holt
Councillor T Goffey

In Attendance: Mrs E James (Town Clerk)
5 Members of the Public

	Action
459 <u>Declarations of Interest</u> – Cllr Marsh declared interests in Min Ref’s 464, 465 and 471 being a director or member of all the groups.	
460 <u>Apologies for Absence</u> – Apologies from Cllr Jessop who was not on the Committee were noted.	
461 <u>Deferment of Business</u> – None	
462 <u>Members’ Questions</u> – None (Cllr Button arrived)	
463 <u>Minutes</u> – On the proposition of Cllr Tolley, seconded Cllr Yelland, it was RESOLVED to approve the minutes of the meetings held on 13 th September and 11 th October 2021 incorporating an amendment to Min Ref 288 to read ‘... RESOLVED to recommend approval of the Terms of Reference for the Policy & Resources Committee and Personnel Sub-Committee to full Council’ for signing by Cllr Sanger.	Clerk
464 <u>Grant Awarded Feedback</u> – Feedback from the following previously awarded grants was noted: <ul style="list-style-type: none"> • Meldon Viaduct Trust for a grant of £500 awarded in June 2020 • Okehampton & District Community Transport Group for the grant of £1,000 awarded in October 2021 	
465 <u>Grant Applications</u> –	
465.1 Okehampton Carnival - On the proposition of Cllr Wood, seconded Cllr Yelland (1 abstention), it was RESOLVED to award a grant of £1,000 towards the cost of holding the carnival.	Clerk
465.2 Everything Okehampton – On the proposition of Cllr Tolley, seconded Cllr Button (1 abstention), it was RESOLVED to award a grant of £1,000 towards the cost of the provision of Christmas Lights.	Clerk
465.3 Meldon Viaduct - On the proposition of Cllr Wood, seconded Cllr Button (1 abstention), it was RESOLVED to award a grant of £500 towards the Trust’s repairs and renewals fund for 2021/22.	Clerk

466	<u>Finances</u>	
466.1	Cllr Marsh reported that earlier in the day she undertaken an audit of bank reconciliations, online payments and Lloyds Debit Card transactions and had no concerns to report.	
466.2	On the proposition of Cllr Marsh, seconded Cllr Ireland, it was RESOLVED to approve the management accounts (as circulated) for month ended 30 th September (month 6) 2021.	
466.3	On the proposition of Cllr Tolley, seconded Cllr Wood, it was RESOLVED to approve the ongoing subscription to RBS Rialitas for the accounting package at the cost of £1,532 for 2022/23 and the year-end loyalty scheme.	Clerk
466.4	On the proposition of Cllr Matravers, seconded Cllr Ireland, it was RESOLVED to approve an increase in petty cash held from £50 to £100.	Clerk
466.5	Following a query in relation to the purchase of first aid equipment and plasters, on the proposition of Cllr Wood, seconded Cllr Button, it was RESOLVED to approve payments in accordance with the schedule.	
467	<u>Staff Training</u> - On the proposition of Cllr Tolley, seconded Cllr Ireland, it was RESOLVED to approve the attendance of Mr McGahey on a RoSPA Play Safety Operational refresher training course at the cost of £635.	Clerk
468	<u>Budget 2022/23</u> – On the proposition of Cllr Yelland, seconded Cllr Leech, it was RESOLVED that the Clerk review the proposed figure for IT maintenance, software, and licences for further consideration of the Committee.	Clerk
469	<u>Policies and Documents</u> – On the proposition of Cllr Matravers, seconded Cllr Wood, it was RESOLVED to recommend the following policies to full Council for ratification: <ul style="list-style-type: none"> • Simmons Park and Kempley Meadows Management Plan • Waste Management and Recycling Policy • Whistleblowing Policy 	Clerk
470	<u>Consultation, Making Flexible Working the Default</u> - On the proposition of Cllr Sanger, seconded Cllr Leech, it was RESOLVED to approve the response prepared by the Clerk with some clarification to question 9.	Clerk
471	<u>Okehampton Carnival</u> – A letter sent to the Council and Carnival Committee anonymously was noted. It was commented that the nature of the entries was at the discretion of the individual or group entering.	
472	<u>Reports of Council Working/Task & Finish Groups</u> –	
472.1	Investment – No meeting had been held.	
472.2	Queens Platinum Jubilee, 2022 – The next was planned to take place prior to the next Committee meeting.	
473	<u>Members' Reports and Requests for Agenda Items</u> –	
473.1	Citizens Advice – Cllr Abbots advised he had nothing further to report.	
473.2	DALC Larger Councils Sub-Committee – Cllr Sanger and the Clerk had attended a meeting the previous week and reported on items raised including readiness for a potential surge in covid cases, a pot of funding available for covid support through grant applications the details of which had to been forwarded to the support group by the Clerk. It was noted that	

DCC would be attending the Super Links Meeting, which Cllr Abbots was attending, to provide information about their budget.

- 473.3 Fairtrade** – Cllr Button reported that she had been unable to attend the last meeting, and on other items including that Fairtrade Fortnight would go ahead but there would be no foreign visitors and the group would be working with the local school instead. Attendance at Edwardian Evening was being considered.
- 473.4 Okehampton & District Community Transport Group** – Cllr Leech reported that the last newsletter had been circulated. The Government's National Bus Strategy looked likely to provide funding to larger cities and towns but very little for rural areas. The group was continuing to take clients for covid vaccinations and needed more volunteer drivers. The next meeting was on 17th November.
- 473.5 Twinning Association** – Cllr Wood reported that the cheese and wine evening had been successful and three potential new members had come forward.
- 473.6 Cluster Group for Emergencies** – Cllr Button reported that the group had not come to fruition and the Clerk advised the item would be removed from future agendas.

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

- 474 Outstanding Balances** – The report was noted.
(Councillors Abbots, Holt, Goffey and Ireland left the meeting)
- 475 Staffing Matters** – The Clerk outlined concerns about the workload and left the meeting.
It was **RESOLVED** to pay the Clerk for 3 days extra, 24 hours, to work on specific outstanding projects and also to pay the accrued 42 hours of TOIL at the usual rate.
It was **RESOLVED** that the Personnel Sub-Committee should meet to review and consider long term solutions.

Clerk

The Clerk returned to the meeting and on the proposition of Cllr Leech, seconded Cllr Button, it was **RESOLVED** to exit and ratify resolutions made in Part Two.

The Chairman closed the meeting at 8.20pm

Cllr Sanger
Chairman