

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 6th December 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

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

In Attendance: Mrs E James (Town Clerk)

527 **Declarations of Interest** – None

528 **Apologies for Absence** – On the proposition of Cllr Ireland, seconded Cllr Tolley it was **RESOLVED** to approve apologies from Cllr Yelland who was absent due to a family emergency.

Apologies from Cllr Goffey who was not a member of the Committee were noted.

529 **Deferment of Business** – None

530 **Members' Questions** – None

531 **Minutes** – On the proposition of Cllr Wood, seconded Cllr Tolley, it was **RESOLVED** to approve the minutes of the meeting held on 15th November 2021 for signing by Cllr Sanger.

532 **Grant Awarded Feedback** – Cllr Marsh declared a personal interest, a family member being the Chairman of the Committee.

Feedback from Okehampton Carnival Committee for the grant of £1,000 awarded in November 2021 was noted.

533 **Finances**

533.1 Cllr Marsh reported that she undertaken an audit of bank reconciliations, online payments and Lloyds Debit Card transactions to date and had no concerns to report.

533.2 On the proposition of Cllr Wood, seconded Cllr Matravers, it was **RESOLVED** to approve the management accounts (as circulated) for month ended 31st October (month 7) 2021.

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

534 **Budget 2022/23** – On the proposition of Cllr Tolley, seconded Cllr Wood, it was **RESOLVED** to accept the recommendation of the Clerk not to reduce the IT budget for reasons as set out in the previously circulated report and to recommend the budget to full Council.

Action

Clerk

535	Card Payment Facility – On the proposition of Cllr Matravers, seconded Cllr Ireland, it was RESOLVED to defer a decision and to and investigate the additional option of Zettle for consideration of the Committee.	Ass. Clerk
536	Fuel Card - On the proposition of Cllr Leech, seconded Cllr Travers, it was RESOLVED to approve the use of an All Star One fuel card, to be in the name of the Council or appropriate person.	Ass. Clerk
537	Policies and Documents – On the proposition of Cllr Wood, seconded Cllr Tolley, it was RESOLVED to recommend the Uniform Policy to full Council for ratification following staff consultation.	Clerk
538	Reports of Council Working/Task & Finish Groups –	
538.1	Investment – A meeting to be arranged in January to review the current investments and consider any other possibilities.	Clerk
538.2	Queens Platinum Jubilee, 2022 – Cllr Marsh reported on a positive meeting that had been held the previous week when some timings had been agreed, consideration had been given to a marquee and plaque. It was hoped that the Rotary Club would hold their fair on the Sunday. The Fields in Trust Day would be held by OCRA and incorporated into other events on the Saturday. A package including funding and plans would be brought to the Committee for approval in early 2022.	Admin Officer
539	Members' Reports and Requests for Agenda Items –	
539.1	Citizens Advice – Cllr Abbots advised would be meeting with the local officer.	
539.2	DALC Larger Councils Sub-Committee – Cllr Sanger advised that there had not been a meeting to report upon.	
539.3	Fairtrade – Cllr Button reported that the group had sold hot chocolate from a stand during Edwardian Evening.	
539.4	Okehampton & District Community Transport Group – Cllr Leech reported that the group had some new volunteer drivers, but more were needed. There were concerns about the impact of the increase in fuel costs.	
539.5	Twinning Association – Cllr Wood reported that a meeting had been held in November when a list of activities to promote the group had been planned. (Cllr's Jessop and Holt 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 involved the likely disclosure of sensitive and confidential information. Proposed by Cllr Ireland seconded by Cllr Leech.

540	Outstanding Balances – The report was noted, and updates provided in relation to those most outstanding. (Cllr Abbots left the meeting)	
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541 **Staffing Matters** – The Clerk provided an update about a recent accident, cover that was required and confirmed that it had been reported to the HSE.

On the proposition of Cllr Leech, seconded Cllr Ireland it was **RESOLVED** to approve additional hours for the other team members as needed to cover duties.

Clerk

On the proposition of Cllr Woods, seconded Cllr Ireland, it was **RESOLVED** that the Clerk make an insurance claim for time and costs incurred in relation to the incident if she felt it would be beneficial to the Council.

Clerk

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

The Chairman closed the meeting at 7.38pm

Cllr Sanger
Chairman

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