

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting  
held on Monday 11<sup>th</sup> October 2021 at 7pm in the Charter Hall, Okehampton**

**Committee Members Present:** Councillor D Sanger (Chairman)  
Councillor M Ireland (Chairman, Planning)  
Councillor D Travers (Chairman, Parks)  
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  
Councillor P Jessop

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

	<b>Action</b>
<p><b>355</b>     <b><u>Declarations of Interest</u></b> – Cllr Yelland declared a personal interest in Min Ref 361.3 having submitted expenses claim form. Cllr Goffey declared a personal interest in Min Ref 360.1 her partner being trustee. Cllr Leech declared a personal interest in Min Ref 360.1 being a trustee.</p>	
<p><b>356</b>     <b><u>Apologies for Absence</u></b> – On the proposition of Cllr Ireland, seconded Cllr Button, it was <b>RESOLVED</b> to approve apologies from Cllr Tolley who was ill and Cllr Wood who was attending an event which had been rearranged due to the pandemic.</p>	
<p><b>357</b>     <b><u>Deferment of Business</u></b> – A reporter from the Okehampton Times introduced herself advising that she was working with the existing reporter for the area.</p>	
<p><b>358</b>     <b><u>Members' Questions</u></b> – None</p>	
<p><b>359</b>     <b><u>Minutes</u></b> – It was noted that the minutes listed for approval on the agenda had been approved at the September Committee meeting. On the proposition of Cllr Ireland, seconded Cllr Yelland, it was <b>RESOLVED</b> to defer approval of the September minutes.</p>	Clerk
<p><b>360</b>     <b><u>Grants Applications</u></b> – <b>360.1</b>    <b>Okehampton District Community Transport Group</b> - On the proposition of Cllr Matravers, seconded Cllr Sanger (2 abstentions), it was <b>RESOLVED</b> to award a grant of £1,000 to enable the group to continue to offer their services without increasing their fares.</p>	Clerk
<p><b>360.2</b>   <b>2443 Okehampton Sqn RAF Air Cadets</b> - On the proposition of Cllr Yelland, seconded Cllr Travers, it was <b>RESOLVED</b> to award a grant of £500 towards the purchase of two flight simulators.</p>	Clerk
<p><b>361</b>     <b><u>Finances</u></b> <b>361.1</b>    Cllr Marsh reported that she had not yet undertaken the latest audit of bank reconciliations, online payments and Lloyds Debit Card transactions.</p>	

361.2 On the proposition of Cllr Marsh, seconded Cllr Ireland, it was **RESOLVED** to approve the management accounts (as circulated) for month ended 31<sup>st</sup> August (month 5) 2021.

361.3 On the proposition of Cllr Travers, seconded Cllr Button (2 abstentions), it was **RESOLVED** to approve payments in accordance with the schedule.

361.4 On the proposition of Cllr Marsh, seconded Cllr Leech, it was **RESOLVED** to recommend to full Council the approval of additional costs for the replacement of the Zip Wire in accordance with the previously circulated report.

Clerk

362 **Town Hall External Christmas Trees** - Cllr Marsh reported that Everything Okehampton would provide the Council with lights and endeavour to provide the electrical connection. The only cost would be the purchase of the Christmas trees.

On the proposition of Cllr Yelland, seconded Cllr Ireland, it was **RESOLVED** to approve the provision of Christmas trees on the front elevation of the Town Hall.

Clerk

363 **Budget 2022/23** – The Clerk reported that budget preparations were underway and that the DALC subscription would be increasing by 4%. The staff pay deal for the current financial year was still under negotiation between the National Association of Local Councils and the Unions, and therefore budgeting salaries for the next financial year would be difficult.

364 **Policies and Documents** – On the proposition of Cllr Marsh, seconded Cllr Ireland, it was **RESOLVED** to recommend the following policies to full Council for ratification following staff consultation with the exception of the Whistleblowing policy which had not been circulated:

- Absence Management Policy
- Bullying & Harassment Policy and Procedure
- Capability Procedure
- Disciplinary Procedure
- Expenses Policy (Staff)
- Grievance Policy
- Maternity, Paternity and Adoption Policies
- Shared Parental Leave Policy

Clerk

365 **Reports of Council Working/Task & Finish Groups** –  
365.1 **Investment** – No meeting had been held.

365.2 **Queens Platinum Jubilee, 2022** – No meeting had been held.

366 **Members' Reports and Requests for Agenda Items** –  
366.1 **Citizens Advice** – Cllr Abbots had received no information to report on.

366.2 **DALC Larger Councils Sub-Committee** –The AGM and Conference had been held virtually over a few days the previous week. Topics covered included proposals to devolve more powers to local councils, community kitchens and the relocation of Afghan families for whom the Home Office had set up temporary accommodation in a hotel in Devon

The Clerk reported on a session she had attended about attracting young people to become Councillors, one of the suggestions being 'speed dating with councillors', of the feasibility of which would be explored in the future.

- 366.3 Fairtrade** – Cllr Button relayed a thank you to those Councillors who had attended the cream tea and reported that a meeting was being held on 12<sup>th</sup> October.
- 366.4 Okehampton & District Community Transport Group** – Cllr Leech reported that the group was very busy and there was a shortage of drivers. Details of the Government bus strategy and initiative were awaited. Electric vehicles had been discussed at a recent meeting; the cost, rural nature of the area and the lack of companies manufacturing electric busses meant use of them was not yet feasible.
- 366.5 Twinning Association** – No update had been received from Cllr Wood.
- 366.6 Cluster Group for Emergencies** – Cllr Button had not received any information.

### **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 Travers.

- 367 Outstanding Balances** – The Clerk advised that the query raised at the last meeting had been resolved and the balance outstanding had been paid.
- 368 Future of the Christmas Lights** – Cllr Marsh declared a personal interest being a member of Everything Okehampton.

On the proposition of Cllr Yelland, seconded Cllr Button (1 abstention), it was **RESOLVED** to recommend to full Council the purchase of the town Christmas lights, not including those at St James Chapel, at a cost of £26,545.62.

Clerk

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

The Chairman closed the meeting at 7.42pm.

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**Cllr Sanger**  
**Chairman**