

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting  
held on Monday 17<sup>th</sup> January 2022 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 J Goffey  
Councillor C Holt  
Councillor P Jessop

**In Attendance:** Mrs E James (Town Clerk)

	<b>Action</b>
606 <b><u>Declarations of Interest</u></b> – None	
607 <b><u>Apologies for Absence</u></b> – None	
608 <b><u>Deferment of Business</u></b> – None	
609 <b><u>Members' Questions</u></b> – None	
610 <b><u>Minutes</u></b> – On the proposition of Cllr Matravers, seconded Cllr Yelland, it was <b>RESOLVED</b> to approve the minutes of the meeting held on 6 <sup>th</sup> December 2021 for signing by Cllr Sanger.	
611 <b><u>Grant Awarded Feedback</u></b> – Feedback for the following grants awarded was noted: <ul style="list-style-type: none"> <li>• <b>Okehampton United Ecclesiastical Charity</b> for the grant of £5,000 awarded in August 2021 to assist with the cost of the renewal of the Clock faces on the tower of St James' Chapel.</li> <li>• <b>Okement Rivers Improvement Group</b> for the grant of £170 awarded in February 2021 to help the group to continue with the work they do.</li> </ul>	
612 <b><u>Grant Applications</u></b>	
612.1 <b>1<sup>st</sup> Okehampton Rainbows &amp; Brownies</b> – On the proposition of Cllr Button, seconded Cllr Ireland, it was <b>RESOLVED</b> to award a grant of £500 towards the cost of a Guiding UK visit to Legoland Windsor in March 2022 enabling Okehampton members to attend at a reduced rate.	Clerk
612.2 <b>Okement Rivers Improvement Group</b> – Cllrs Marsh and Wood declared personal interests being members of the group.  On the proposition of Cllr Leech, seconded Cllr Tolley (2 abstentions), it was <b>RESOLVED</b> to award a grant of £500 towards the cost of noticeboard repairs and seat maintenance	Clerk
612.3 <b>All Together Okehampton</b> – Cllr Button declared a personal interest being a member of the group.	

	On the proposition of Cllr Wood, seconded Cllr Ireland (1 abstention), it was <b>RESOLVED</b> to request a breakdown of the costs and defer the application for reconsideration at the next meeting.	Clerk
612.4	<b>Who Let the Dad's Out, Okehampton</b> - On the proposition of Cllr Button, seconded Cllr Wood, it was <b>RESOLVED</b> to award a grant of £500 towards the cost of hall hire, refreshments, children's activities, and equipment for the running of sessions.	Clerk
613	<b><u>Finances</u></b>	
613.1	Cllr Marsh reported that she undertaken an audit of bank reconciliations, online payments, and Lloyds Debit Card transactions earlier in the day and had no concerns to report.	
613.2	On the proposition of Cllr Yelland, seconded Cllr Tolley, it was <b>RESOLVED</b> to approve the management accounts (as circulated) for month ended 30 <sup>th</sup> November 2021 (month 8).	
613.3	On the proposition of Cllr Wood, seconded Cllr Ireland, it was <b>RESOLVED</b> to approve payments in accordance with the schedule.	
613.4	Correspondence from Okehampton Hamlets Parish Council rejecting a request from the Town Council for financial assistance towards the running costs of both sets of public toilets was noted.	
613.5	On the proposition of Cllr Matravers, seconded Cllr Wood (1 abstention), it was <b>RESOLVED</b> to approve the opening of a Just Giving page for the Mayor's Charity fundraising, to be used as an ongoing facility. The facility to be linked to the Mayor's Charity bank account.	Ass. Clerk/ Admin Officer
614	<b><u>Card Payment Facility</u></b> – On the proposition of Cllr Matravers, seconded Cllr Travers, it was <b>RESOLVED</b> to approve the use of SumUp and the purchase of the necessary equipment.	Ass. Clerk
615	<b><u>Staff Training</u></b> –On the proposition of Cllr Yelland, seconded Cllr Wood, it was <b>RESOLVED</b> defer the item for discussion in Part 2 later in the meeting.	
616	<b><u>Salary Increase 2021/22</u></b> – The Clerk reported that a vote for strike action called by Unions had been unsuccessful, further discussion were scheduled to be held on 31 <sup>st</sup> January 2022. A delay into the next financial year would result in implications for both the Council and employees in relation to NI, tax, and pension contributions. Advice was awaited.	
617	<b><u>Policies and Documents</u></b> –	
617.1	On the proposition of Cllr Wood, seconded Cllr Tolley, it was <b>RESOLVED</b> to recommend the following documents to full Council for ratification: <ul style="list-style-type: none"> <li>• Asbestos Management Plan (as produced by Environment Services)</li> <li>• Dealing with the Press/Media Policy</li> <li>• Financial Regulations</li> <li>• Financial Risk Assessment</li> </ul>	Clerk
617.2	On the proposition of Cllr Travers, seconded Cllr Matravers (1 abstention), it was <b>RESOLVED</b> to recommend the following documents to full Council for ratification: <ul style="list-style-type: none"> <li>• Snow and Ice Management Policy</li> <li>• Simmons Park Booking Form</li> <li>• Simmons Park Terms and Conditions of Hire</li> <li>• Simmons Park Hire Policy</li> </ul>	Clerk

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| 617.3 | On the proposition of Cllr Yelland, seconded Cllr Leech, it was <b>RESOLVED</b> to recommend the following document to full Council for ratification following staff consultation:   | Clerk                   |
|       | <ul style="list-style-type: none"> <li>• Social Media, IT and Phone Use Policy for Employees</li> </ul>  |                         |
| 618   | <b><u>Civility and Respect Project</u></b> – On the proposition of Cllr Wood, seconded Cllr Button, it was <b>RESOLVED</b> to recommend support of the project and adoption of the Bullying and Harassment Statement to full Council.  | Clerk                   |
| 619   | <b><u>Town Visitors Guide</u></b> - On the proposition of Cllr Tolley, seconded Cllr Marsh, it was <b>RESOLVED</b> to approve the publication of the proposed guide, subject to clarification of queries and that the Committee is able to approve the published version.                                    | Admin Officer/<br>Clerk |
| 620   | <b><u>Reports of Council Working/Task &amp; Finish Groups</u></b> –  |                         |
| 620.1 | <b>Investment</b> – Cllr Tolley reported that a meeting had been held on 13 <sup>th</sup> January. Interest from the investment was awaited. Topics discussed included opportunity for further investment, investigation into ethical bank accounts that provide better rates of return would be undertaken. |                         |
| 620.2 | <b>Queens Platinum Jubilee, 2022</b> – Cllr Marsh reported that a meeting was scheduled to take place the following week.  |                         |
| 621   | <b><u>Members' Reports and Requests for Agenda Items</u></b> –   |                         |
| 621.1 | <b>Citizens Advice</b> – Cllr Abbots was hoping to arrange a meeting with a representative of the group.   |                         |
| 621.2 | <b>DALC Larger Councils Sub-Committee</b> – Cllr Sanger advised that there was a meeting taking place in February.   |                         |
| 621.3 | <b>Fairtrade</b> – Cllr Button reported that a meeting was taking place the following evening. Fairtrade fortnight was the first two weeks in February.  |                         |
| 621.4 | <b>Okehampton &amp; District Community Transport Group</b> – Cllr Leech reported that the group was continuing to operate and was working well. Other information provided included the need for additional volunteer bus and general drivers.   |                         |
| 621.5 | <b>Twinning Association</b> – Cllr Wood reported that an event was taking place on 22 <sup>nd</sup> January.   |                         |

## **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.

- 622 **Outstanding Balances** – The report was noted, and updates provided in relation to those most outstanding.

Details of an issue with one of the companies, which included their unacceptable unpleasantness, was outlined by the Clerk.

(Cllrs Holt, Abbot Jessop and Goffey left the meeting)

- 623 **Staff Training** – On the proposition of Cllr Wood, seconded Cllr Ireland, it was **RESOLVED** to approve the Admin Officer's request to undertake the CiLCA qualification and the associated DALC course at the cost of £710,

subject to an agreement to be drawn up and approved by Cllrs Tolley,  
Sanger and the Clerk on the basis agreed.

Clerk

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

The Chairman closed the meeting at 8.05pm.

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**Cllr Sanger**  
**Chairman**