

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting  
held on Monday 14<sup>th</sup> February 2022 at 7.45pm in the Charter Hall, Okehampton**

**Committee Members Present:** Councillor D Sanger (Chairman)  
Councillor B Tolley (Mayor)  
Councillor M Ireland (Chairman, Planning)  
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>
<p><b>710</b>     <u><b>Declarations of Interest</b></u> – Cllr Leech declared a personal interest in Min Ref 716.3 Cllrs Marsh, Yelland, Tolley and Ireland declared personal interests in Min Ref 716.4 Cllr Button declared a personal interest in Min Ref 716.1</p>	
<p><b>711</b>     <u><b>Apologies for Absence</b></u> – Apologies tendered by Cllr Travers due to ongoing family matters were <b>approved</b> on the proposition of Cllr Wood, seconded Cllr Ireland.</p>	
<p><b>712</b>     <u><b>Deferment of Business</b></u> – None</p>	
<p><b>713</b>     <u><b>Members’ Questions</b></u> – Cllr Goffey queried the current status of tables and chairs that were purchased by the Council for community use in 2020. The Clerk advised that they had been purchased by grant funding the Council had obtained from WDBC, Min Ref 184.3 referred, and given to the community. Cllr Button would investigate their location and report back to the Committee.</p>	Cllr Button
<p><b>714</b>     <u><b>Minutes</b></u> – On the proposition of Cllr Button, seconded Cllr Wood, it was <b>RESOLVED</b> to approve the minutes of the meeting held on 17<sup>th</sup> January 2022 for signing by Cllr Sanger.</p>	
<p><b>715</b>     <u><b>Grant Awarded Feedback</b></u> – Feedback from the following previously awarded grants was noted:</p> <ul style="list-style-type: none"> <li>• <b>Tor Support Services</b> for the grant of £500 awarded in February 2021 to assist with the cost of counselling sessions</li> <li>• <b>Wren Music</b> for the grant of £500 awarded in March 2021 to assist with the cost the provision of singing sessions.</li> </ul>	
<p><b>716</b>     <u><b>Grant Applications</b></u></p> <p><b>716.1</b>    <b>All Together Okehampton</b> – On the proposition of Cllr Wood, seconded Cllr Ireland (3 abstentions), it was <b>RESOLVED</b> to award a grant of £475 to assist with the cost of wellbeing activities, venue hire and refreshments</p>	Clerk
<p><b>716.2</b>   <b>Tor Support Services</b> - On the proposition of Cllr Leech, seconded Cllr Marsh, it was <b>RESOLVED</b> to award a grant of £500 to assist with the cost of the provision of counselling services for children and young people.</p>	Clerk

716.3	<b>Ockment Centre</b> - On the proposition of Cllr Matravers, seconded Cllr Wood (1 abstention), it was <b>RESOLVED</b> to award a grant of £5,000 towards the cost of staffing provision for the reception	Clerk
716.4	<b>Okehampton United Charity</b> – Cllrs Wood and Button declared personal interests.  On the proposition of Cllr Leech, seconded Cllr Matravers (6 abstentions), it was <b>RESOLVED</b> to award a grant of £1,638.66 towards the cost of the running of the allotments	Clerk
716.5	<b>Wren Music</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 the 2022 Lantern Procession which was a community event being held in March.	Clerk
716.6	<b>Okehampton Friendly Circle</b> – Cllrs Tolley and Yelland declared personal interests.  On the proposition of Cllr Wood, seconded Cllr Ireland (2 abstentions), it was <b>RESOLVED</b> to award a grant of £400 towards the cost of monthly speakers and the annual Christmas lunch	Clerk
716.7	<b>Okehampton Community Garden</b> - On the proposition of Cllr Wood, seconded Cllr Leech, it was <b>RESOLVED</b> to award a grant of £500 towards the cost of insurance, the provision of fencing and fire extinguishers to improve health and safety	Clerk
717	<b>Okehampton Show 2022</b> - On the proposition of Cllr Yelland, seconded Cllr Ireland, it was <b>RESOLVED</b> to agree Council presence at the Show in principle, subject to approval of costs and staffing arrangements.	Clerk
718	<b>Finances</b>	
718.1	Cllr Marsh reported that the audits had yet to be completed.	
718.2	The source of the £23,000 donation listed on the accounts under nominal code 101/1020 was queried. It was confirmed that the donation was towards the purchase of the Christmas lights.  On the proposition of Cllr Button, seconded Cllr Tolley, it was <b>RESOLVED</b> to approve the management accounts (as circulated) for month ended 31 <sup>st</sup> December 2021 (month 9).	
718.3	On the proposition of Cllr Yelland, seconded Cllr Matravers, it was <b>RESOLVED</b> to approve payments in accordance with the schedule.	
719	<b>Town Guide</b> – The Clerk advised that the Placemaking Task & Finish Group was meeting on meeting 16 <sup>th</sup> February and would be considering the initial draft.	Clerk
720	<b>Policies and Documents</b> – On the proposition of Cllr Marsh, seconded Cllr Leech, it was <b>RESOLVED</b> to recommend the following documents to full Council for ratification: <ul style="list-style-type: none"> <li>• Cemetery Rules and Regulations</li> <li>• Cemetery Brochure</li> <li>• Cemetery Memorial Management Policy</li> </ul>	Clerk
721	<b>Pay Increase 2021/22</b> – The Clerk reported that negotiations were ongoing and unlikely to be resolved before the end of the financial year.	

- 722**      **Reports of Council Working/Task & Finish Groups** –
- 722.1**     **Investment** – Cllr Tolley reported that no further meetings had been held.
- 722.2**     **Queens Platinum Jubilee, 2022** – Cllr Marsh reported that a meeting had been held and grant funding had been applied for to cover the costs of the events. The events that were able to take place would depend on the outcome of the application. The following was being planned:
- Thursday – lighting of a Beacon in the Hamlets, in conjunction with Okehampton Hamlets Parish Council.
  - Friday – OCRA were providing a large screen to enable viewing of the Service
  - Saturday - OCRA were arranging a Fields in Trust Day in Simmons Park, in conjunction with other events that could include, cream teas, a Christians Together Service and the blessing of an Oak tree.
  - Sunday - Rotary Fair in Simmons Park
- 723**      **Members' Reports and Requests for Agenda Items** –
- 723.1**     **Citizens Advice** – Cllr Abbots advised that he had no information to report upon.
- 723.2**     **DALC Larger Councils Sub-Committee** – Cllr Sanger and the Clerk had been unable to attend the last meeting due to other commitments.
- 723.3**     **Fairtrade** – Cllr Button reported that Fairtrade Fortnight was taking place later in the month; events would include an online coffee evening on 22<sup>nd</sup> February and a stall in the market at a date to be confirmed in March.
- 723.4**     **Okehampton & District Community Transport Group** – Cllr Leech had no update to report upon.
- 723.5**     **Twinning Association** – Cllr Wood reported that a curry evening was being held towards the end of March.

**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 Tolley seconded by Cllr Ireland.

(Cllr Holt left the meeting)

- 724**      **Outstanding Balances** – The report was noted, and updates provided by the Clerk in relation to those most outstanding.
- 725**      **Photocopier Contract** – Consideration was given to the report which included quotations and options. On the proposition of Cllr Leech, seconded Cllr Tolley (1 abstention), it was **RESOLVED** to approve the Konica Minolta Bixhub C300i.

It was noted that the off-white recycled paper currently being used by the Council was using more ink because the copier was replicating the colour of the paper, even when black and white was selected. Use of recycled paper to be reconsidered at the next Committee meeting.

(Cllrs Jessop, Goffey and Abbots left the meeting)

Ass. Clerk

Clerk

726 **2022/23 Salaries** – The recommendations made by the Clerk in relation to the increase of the National Minimum Wage from 1<sup>st</sup> April 2022 were considered.

On the proposition of Cllr Marsh, seconded Cllr Tolley, it was **RESOLVED** to approve the recommendation in relation to the Apprentice and in line with the report.

Clerk

On the proposition of Cllr Yelland, seconded Cllr Ireland, it was **RESOLVED** to approve the recommendation in relation to another member of staff in line with the report.

Clerk

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

The Chairman closed the meeting at 8.50pm.

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**Cllr Sanger**  
**Chairman**