

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting  
held on Monday 7<sup>th</sup> March 2022 at 7pm in the Charter Hall, Okehampton**

**Committee Members Present:** Councillor D Sanger (Chairman)  
Councillor M Ireland (Chairman, Planning)  
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>
784	<b><u>Declarations of Interest</u></b> – Cllr Leech declared a personal interest in Min Ref 790.5, Cllr Button declared a personal interest in Min Ref 790.10 and Cllr Holt declared a personal interest in Min Ref 790.13.	
785	<b><u>Apologies for Absence</u></b> – Apologies tendered by Cllrs Travers, Wood and Tolley were <b>approved</b> on the proposition of Cllr Ireland, seconded Cllr Leech.	
786	<b><u>Deferment of Business</u></b> – None	
787	<b><u>Members' Questions</u></b> – None	
788	<b><u>Minutes</u></b> – On the proposition of Cllr Yelland, seconded Cllr Matravers, it was <b>RESOLVED</b> to approve the minutes of the meeting held on 14 <sup>th</sup> February 2022 for signing by Cllr Sanger.	
789	<b><u>Grant Awarded Feedback</u></b> – Feedback from the following previously awarded grants was noted: <ul style="list-style-type: none"> <li>• <b>OCRA</b> for the grant of £500 awarded in March 2021 to assist with the cost of the provision of sport and activity supervised sessions for Okehampton College students as part of the YES Tor project.</li> <li>• <b>Okehampton United Charity</b> for the grant of £1,638.66 awarded in February 2022 towards the cost of the provision of allotments in Okehampton</li> <li>• <b>Tor Support Services</b> for the grant of £500 awarded in February 2022 towards the provision of counselling sessions for children and young people</li> </ul>	
790	<b><u>Grant Applications</u></b>	
790.1	<b>Park Run</b> – On the proposition of Cllr Yelland, seconded Cllr Button it was <b>RESOLVED</b> to approve the release of the previously approved grant of £500 towards the setup of Okehampton Park-Run.	Clerk
790.2	<b>Okehampton Army Cadet Force</b> - On the proposition of Cllr Sanger, seconded Cllr Yelland, it was <b>RESOLVED</b> to award a grant of up to £500 for the purchase of a gazebo for use at events to be paid on receipt of an invoice or quotation.	Clerk
790.3	<b>1<sup>st</sup> Okehampton Guides and Rangers</b> – Cllr Marsh declared a personal interest.	

	On the proposition of Cllr Button, seconded Cllr Ireland, it was <b>RESOLVED</b> to award a grant of £500 towards the hire of minibuses to take members to a Camping event in August.	Clerk
790.4	<b>OCRA</b> – Cllr Marsh declared personal interest.	
	On the proposition of Cllr Leech, seconded Cllr Matravers (1 abstention), it was <b>RESOLVED</b> to award a grant of £500 towards the cost of the provision of staffing for activities in June as part of the Fields in Trust/Jubilee celebrations in Simmons Park and Sporting Sunday	Clerk
790.5	<b>Okehampton Friendship Group</b> - On the proposition of Cllr Yelland, seconded Cllr Marsh (1 abstention), it was <b>RESOLVED</b> to award a grant of £250 towards room hire, refreshments, entertainment at the Christmas event and speakers	Clerk
790.6	<b>Okehampton Men’s Hockey Club</b> – On the proposition of Cllr Yelland, seconded Cllr Button, it was <b>RESOLVED</b> to award a grant of £250 towards coaching qualification courses and courses for players. The awarded amount being 50% of that requested because the majority of players did not reside within Okehampton or the Hamlets	Clerk
790.7	<b>Okehampton Rugby Football Club</b> - On the proposition of Cllr Matravers, seconded Cllr Leech, it was <b>RESOLVED</b> to award a grant of £500 towards a full team kit for the junior squad. The Town Council’s crest to be printed on a set of shirts.	Clerk
790.8	<b>Cheeky Monkeys Toddler Group</b> – A proposition by Cllr Yelland to defer a decision and request further information was not seconded.	
	On the proposition of Cllr Button, seconded Cllr Ireland, it was <b>RESOLVED</b> to award a grant of £395 towards the purchase of craft supplies, snacks, new and replacement toys and books as listed on the application.	Clerk
790.9	<b>Okehampton and Hamlets Twinning Association</b> - On the proposition of Cllr Matravers, seconded Cllr Button, it was <b>RESOLVED</b> to award a grant of £500 towards the hosting of a visit of representatives from Craon in August 2022.	Clerk
790.10	<b>Okehampton Primary School Parent PTFA</b> – The Clerk advised that local councils could not provide funding to schools for curriculum related activities or items that should be provided by the education authority, but could do so for other additional items.	
	On the proposition of Cllr Leech, seconded Cllr Ireland, (4 in favour, 2 against, 1 abstention), it was <b>RESOLVED</b> to award a grant of £500 towards the purchase of a chalkboard and whiteboard for external children’s use and storage sheds.	Clerk
790.11	<b>TLG Make Lunch Club Okehampton</b> – The Clerk advised that local councils could not legally give funding to Churches, but that the Devon Association of Local Councils had advised they could do so for the purchase of food for such a group.	
	A proposition made by Cllr Button to award a grant of £500 towards the cost of the purchase of food was not seconded.	
	Cllr Matravers declared a personal interest.	

	On the proposition of Cllr Sanger, seconded Cllr Leech (1 abstention) it was <b>RESOLVED</b> not to award a grant to the group, but to suggest that the Committee was supportive of the idea and may be willing to consider a future funding application if it was organised and set up locally rather than incurring subscription costs.	Clerk
790.12	<b>Community Links</b> – On the proposition of Cllr Marsh, seconded Cllr Yelland (1 abstention), it was <b>RESOLVED</b> not to award a grant on the grounds that the request contained no information about where the group would be relocating which could be outside of Okehampton, and how much the move would cost.	Clerk
790.13	<b>Friends of Okehampton Library</b> - On the proposition of Cllr Marsh, seconded Cllr Button, it was <b>RESOLVED</b> to award a grant of £370.48 towards the purchase of cushions for children, sensory items for use of pre-school sessions and lighting enhancement.	Clerk
791	<b><u>Finances</u></b>	
791.1	Cllr Marsh reported that the bank statements were awaited, and the audits would be undertaken when they had been received.	
791.2	On the proposition of Cllr Marsh, seconded Cllr Matravers, it was <b>RESOLVED</b> to approve the management accounts (as circulated) for month ended 31 <sup>st</sup> January 2022 (month 10).	
791.3	On the proposition of Cllr Yelland, seconded Cllr Matravers, it was <b>RESOLVED</b> to approve payments in accordance with the schedule.	
791.4	The CCTV financial report at the end of Phase 1 of the installation of the scheme was noted. On proposition Cllr Yelland, seconded Cllr Leech it was <b>RESOLVED</b> that the Clerk write to the Police & Crime Commissioner requesting details of when the grant should be claimed, now or at the end of Phase 2, and confirmation that the approved £15,000 was still available.	Clerk
792	<b><u>Queen’s Platinum Jubilee Celebrations</u></b> - On the proposition of Cllr Matravers, seconded Cllr Button, it was <b>RESOLVED</b> to approve the programme of events subject to funding.	Clerk/ Admin Officer
793	<b><u>Town Guide</u></b> – On the proposition of Cllr Button, seconded Cllr Yelland, it was <b>RESOLVED</b> to approve the draft document for submission subject to amendments. Councillors to forward any comments to the Clerk by the end of the following day.	Cllrs/ Clerk/ Admin Officer
794	<b><u>Paper Usage</u></b> – The Clerk reported that printing on recycled paper had been found to be less economic than on white paper and it was not suitable for printing minutes, legal documents and other papers that had to be kept for the long-term.  On the proposition of Cllr Leech, seconded Cllr Ireland, it was <b>RESOLVED</b> to stop using the recycled paper and revert to cost effective economic white paper.	
795	<b><u>Okehampton Show 2022</u></b> – The Clerk reported that WDBC had agreed to share their pitch at no cost to the Council but asked if the Council could provide a gazebo. Cllr Leech offered use of his gazebo and advised that he would put it up and take it down at the end of the day. The only cost to the Council would be the purchase of entry tickets at £15 p/person.	

	On the proposition of Cllr Sanger, seconded Cllr Button, it was <b>RESOLVED</b> to agree Council presence at the show, staffed two employees being the Clerk and a member of the Parks Team. In addition, a rota of Councillors to be considered by full Council.	Clerk
796	<b>Council Mascot</b> – On the proposition of Cllr Button, seconded Cllr Matravers, it was <b>RESOLVED</b> to progress the Clerk’s suggestion of the adoption a Council Mascot ‘Olly the Owl’, to investigate how an Owl could be procured and consideration of a public competition for its design. Smaller versions could be purchased to be used as prizes.	Clerk
797	<b>Policies and Documents</b> – On the proposition of Cllr Leech, seconded Cllr Ireland, it was <b>RESOLVED</b> to defer a decision in relation to amendments to the Grant Policy for consideration by full Council following investigation about the pros and cons of restricting dates on which applications would be considered.	Clerk
798	<b>Pay Increase 2021/22</b> – The Clerk reported that a pay increase of 1.75% had been agreed by the National Joint Council for Local Government Services. On the proposition of Cllr Yelland, seconded Cllr Ireland, it was <b>RESOLVED</b> to ratify the salary increase for employees, as applicable, in line with the NALC issued pay scale and that it be backdated to 1 <sup>st</sup> April 2021.	Clerk
799	<b>Reports of Council Working/Task &amp; Finish Groups</b> –	
799.1	<b>Investment</b> – Cllr Leech reported that no further meetings had been held.	
799.2	<b>Queens Platinum Jubilee, 2022</b> – A report had been provided earlier in the meeting.	
800	<b>Members’ Reports and Requests for Agenda Items</b> –	
800.1	<b>Citizens Advice</b> – Cllr Abbots advised no further contact had been received.	
800.2	<b>DALC Larger Councils Sub-Committee</b> – Cllr Sanger advised there had been no meeting to report upon.	
800.3	<b>Fairtrade</b> – Cllr Button reported that the group was approaching the end of Fairtrade Fortnight which had been successful and had included a virtual coffee event and a stall in Red Lion Yard. The schools conference had been held virtually.	
800.4	<b>Okehampton &amp; District Community Transport Group</b> – Cllr Leech reported that the group was hoping to obtain another vehicle in April.	
800.5	<b>Twinning Association</b> – No report.	
801	<b>Urgent Items</b> – The Ukrainian Crisis Coffee Morning, which was organised as Council event, had raised in excess of £3,500 which would be donated to the Red Cross Appeal Ukraine. The Clerk reported that DALC had verbally advised that local councils who had adopted the General Power of Competence were legally able to send funds for the purpose of being used overseas.	

## **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 Yelland seconded by Cllr Ireland.

(Cllrs Holt and Goffey left the meeting)

**802**     **Outstanding Balances** – The report was noted, and updates provided by the Clerk in relation to those most outstanding.

**803**     **Insurance Claim** –  
Details of a claim as at item a) of the confidential meeting report were considered and photos viewed by the Committee. On the proposition of Cllr Leech, seconded Cllr Yelland it was **RESOLVED** not to accept liability.

Clerk

Item b) of the report in relation to storm damage to the roof of Lower Market Hall was deferred to the Property Committee the following week.

Item c) relating to damage to a park bench was noted.

(Cllrs Abbots and Jessop left the meeting)

**804**     **Staffing Matters** –  
On the proposition of Cllr Yelland, seconded Cllr Leech, it was **RESOLVED** not to approve a pension request by an employee as it had been received outside of the twelve-month permitted period and the council could incur additional strain costs in the future.

Clerk

On the proposition of Cllr Leech, seconded Cllr Ireland, it was **RESOLVED** to approve a recommendation that Mrs Ellis take over some of the Simmons Park Charity work from the Clerk, subject to agreement of the Trustees.

Clerk

On the proposition of Cllr Ireland, seconded Cllr Leech, it was **RESOLVED**, in principle, that a member of Parks staff undertake an appropriate welding course, subject to health & safety, risk assessments, the cost of the course and purchase of equipment.

Clerk/Park-Keeper

On the proposition of Cllr Ireland, seconded Cllr Leech, it was **RESOLVED** to approve an increase in Mr Dean's contracted hours to 24 p/week from 1<sup>st</sup> April 2022.

Clerk

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

The Chairman closed the meeting at 9.10pm

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**Cllr Sanger**  
**Chairman**