

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 9th May 2022 at 7pm in the Charter Hall, Okehampton**

Committee Members Present: Councillor D Sanger (Chairman)
Councillor B Tolley (Mayor)
Councillor D Travers (Chairman, Parks)
Councillor A Wood (Chairman, Property)
Councillor B Matravers
Councillor J Yelland

Other Members Present: Councillor J Goffey
Councillor P Jessop

In Attendance: Mrs E James (Town Clerk)
1 member of the public

	Action
948 <u>Declarations of Interest</u> – None were declared.	
949 <u>Apologies for Absence</u> – Apologies tendered by Cllrs Leech, Marsh and Ireland were approved on the proposition of Cllr Sanger, seconded Cllr Matravers. Apologies tendered by Cllrs Abbots and Holt who were not members of the Committee were noted. Cllr Button was absent.	
950 <u>Deferment of Business</u> – A member of the public spoke about a project she had been involved in, researching local polish history, and in support of a grant application made to the Committee.	
951 <u>Members' Questions</u> – None	
952 <u>Minutes</u> – On the proposition of Cllr Tolley, seconded Cllr Yelland, it was RESOLVED to approve the minutes of the meeting held on 11 th April 2022 for signing by Cllr Sanger.	
953 <u>Grant Awarded Feedback</u> – Feedback from the following previously awarded grants was noted: <ul style="list-style-type: none"> • Okehampton Primary School PTFA for the grant of £500 awarded in February 2022 • Okehampton Friendship Group for the grant of £250 awarded in March 2022 	
954 <u>Grant Applications</u>	
954.1 North Dartmoor Search & Rescue – On the proposition of Cllr Yelland, seconded Cllr Wood, it was RESOLVED to award a grant of £500 towards the purchase of a lightweight stretcher and spinal insert.	Clerk
954.2 Friends of St James' Primary School – On the proposition of Cllr Tolley, seconded Cllr Matravers, it was RESOLVED to award a grant of £200 towards the purchase cost of bark chippings for the flooring of a living willow dome and tunnel, topsoil for raised beds and a wheelbarrow.	Clerk
954.3 Okehampton Table Tennis Club – On the proposition of Cllr Travers, seconded Cllr Wood, it was RESOLVED to award a grant of £500 towards the cost of replacement equipment, bats, nets, court surrounds and scoreboards.	Clerk

954.4	Museum of Dartmoor Life and Tourist Information Facility – On the proposition of Cllr Wood, seconded Cllr Tolley, it was RESOLVED to award a grant of £3,500 for support towards the maintenance of the museum and £1,500 to assist with the running of the tourist information facility.	Clerk
954.5	Friends of Okehampton Polish Naval Camp – On the proposition of Cllr Matravers, seconded Cllr Yelland, it was RESOLVED to award a grant of £412.50 towards the purchase of a plaque commemorating the role Okehampton played during WWII and after when the town became the location of the Polish Naval Training Camp and a Resettlement Centre.	Clerk
955	<u>Finances</u>	
955.1	Cllr Marsh was not present, but the Clerk reported that checks of the bank reconciliations, online payments and Lloyds Debit Card transactions up to and including March 2022 had been undertaken by Cllr Marsh who had completed and signed a check form to that effect. (A member of the public left the meeting)	
955.2	On the proposition of Cllr Yelland, seconded Cllr Matravers, it was RESOLVED to approve the management accounts (as circulated) for year ended 31 st March 2022 (month 12).	
955.3	On the proposition of Cllr Wood, seconded Cllr Tolley, it was RESOLVED to approve payments in accordance with the schedule.	
955.4	On the proposition of Cllr Tolley, seconded Cllr Sanger, it was RESOLVED to renew the annual Zoom subscription, which was due to expire in June 2022, the cost at the time of the meeting being £119.90.	Clerk
955.5	On the proposition of Cllr Wood, seconded Cllr Tolley, it was RESOLVED to reinvest the funds with Nationwide for a further 1-year term.	Clerk
	Investigation into other options available to be prior to April 2023 so that best value could be ascertained before the account matures.	Clerk
955.6	On the proposition of Cllr Yelland, seconded Cllr Tolley, it was RESOLVED to recommend to full Council that £16,060 be vired from general reserves to the play equipment nominal code to pay for the zip wire. It was noted that the amount included grants received in the previous financial year towards the equipment from WDBC and Okehampton Hamlets Parish Council which amounted to £6,000.	Clerk
956	<u>Internal Audit</u> -	
956.1	The Clerk reported that the internal audit had been completed for the year ended 31 st March 2022 and no observations, concerns or recommendations had been raised. Cllr Yelland congratulated the Clerk and staff on what was a very good report from the internal auditor.	
956.2	It was noted that the three-year agreement with the internal auditor had expired and quotations for auditing services would be obtained for consideration.	Clerk
957	<u>Town Guide</u> – On the proposition of Cllr Yelland, seconded Cllr Tolley it was RESOLVED that the item be referred to full Council.	Clerk
958	<u>Policies and Documents</u> – On the proposition of Cllr Wood, seconded Cllr Tolley, it was RESOLVED to recommend the Financial Regulations	

Policy to full Council for adoption, including a 100% uplift on all of the figures highlighted by the Clerk.

Clerk

On the proposition of Cllr Tolley, seconded Cllr Wood, it was **RESOLVED** to recommend the following to full Council for adoption:

- Delegation Scheme
- Financial Risk Assessment & Management
- Investment Strategy
- Reserves Policy
- Health & Safety Policy

Clerk

959 Reports of Council Working/Task & Finish Groups –

959.1 Investment – A meeting would be arranged to take place in June or July.

959.2 Queens Platinum Jubilee, 2022 – Cllr Wood reported that orders, including the water bottles for which the design had been amended due to issues with the printing of logos, had been placed. The Clerk raised concern about the security of Marquees and was asked to place this on a full Council agenda for consideration.

Clerk

960 Members' Reports and Requests for Agenda Items –

960.1 Citizens Advice – No report.

960.2 DALC Larger Councils Sub-Committee – Cllr Sanger advised there was a meeting later that week which she would be attending along with the Clerk.

960.3 Fairtrade – No report

960.4 Okehampton & District Community Transport Group – No report

960.5 Twinning Association – Cllr Wood reported that a programme for the twinning event in August was being prepared.

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 Tolley.

961 Outstanding Balances – The report was noted.

(Cllrs Jessop and Goffey left the meeting)

962 Staffing Matters – A report about apprenticeships was made by the Clerk. On the proposition of Cllr Yelland, seconded Cllr Sanger, it was **RESOLVED** in principle that on successful completion of Level 2 of the apprenticeship, the apprentice be offered the opportunity to complete Level 3, subject to the council being able to deliver the requirements of the course.

Clerk

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

The Chairman closed the meeting at 7.50pm.

Cllr Sanger
Chairman