

**Okehampton Town Council
Full Council Meeting 23rd May 2022
Meeting Report**

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| Date: | 10 th May 2022 |
| Name: | Emma James |

Electors' Rights – To resolve to approve the dates for the exercise of Electors Rights

To approve the dates of the period for the exercise of Electors Rights as being Monday 13th June to Friday 22nd July as recommended by the external auditor.

Finance

Virement – To resolve to approve the recommendation of the Policy & Resources Committee to vire £16,060 from general reserves to the appropriate Parks nominal code for the purchase of the zip wire

Grants towards the project were awarded to OTC as follows and are included within the virement:

WDBC £5,000
OHPC £1,000

Okehampton and Hamlets Combined Archive Project – To receive and consider a report from the Clerk.

On 3rd March the Clerks from Okehampton United Charity, Okehampton Hamlets Parish Council and Okehampton Town Council visited the Devon Archive Centre in Exeter and met with Southwest Heritage Trust's Senior Archive Conservator and the Devon Archive and Local Studies Manager.

The purpose of the visit was to seek support and/or advice on the creation of an Okehampton and Hamlets Combined Archive. During discussion it became apparent that they would not be able assist with the creation of a new archive, but that they would be willing to take on collections from other organisations.

Documentation can be sent to them for preserving and potentially digitalising in the future, this can be by way of a gift or loan. Documentation can, if loaned, be retrieved at any time and is available for people to view in person or online, once digitised.

On request, duplicated documentation could returned to the Council as could any documentation they did not wish to keep, otherwise it would be destroyed.

There would be no cost to the Council and the documents would be permanently securely preserved and stored.

Some Okehampton Town Council records were previously sent to the Devon Archives for safekeeping, but when their service was reorganised some years ago they remained in the Plymouth archive instead of being transferred to Exeter along with other Okehampton related documentation. The Exeter archive centre would accept the transfer of documentation from the Plymouth service on request.

It is recommended that:

- a. Arrangements are made for the documents in Plymouth to be transferred to Exeter so that they are with other Okehampton collections
- b. Documentation prior to the creation of the Town Council in 1974 are transferred as a loan to the Archives in Exeter
- c. Consideration to be given to later documentation at a future date

Policies and Documents

Review and approval of the Neighbourhood Development Plan Working Group Expenditure Protocol

Protocol to enable Okehampton & Hamlets Neighbourhood Plan Group to incur expenditure

- It is acknowledged that Okehampton & Hamlets Neighbourhood Plan Group (OHNPG) may require authorisation to incur expenditure in pursuance of the Terms of Reference for the Group.
- Both Okehampton Town Council and Okehampton Hamlets Parish Council have included budget provision for a Neighbourhood Plan in their respective budgets.
- The purpose of the protocol is to empower OHNPG, where necessary and in the interests of efficiency, to commission minor orders and to incur corresponding expenditure on behalf of the Councils without the obligation to refer requests for prior approval.

The conditions that shall prevail are as follows:

1. A minor order is defined as a maximum of £250.00 including VAT.
2. The order shall be placed in the name of [Okehampton Town Council] or [Okehampton Hamlets Parish Council].
3. The order or decision must be in writing and endorsed by **at least one councillor representative on OHNPG from each Council.**
4. The order or decision shall be forwarded to the appropriate Clerk at the earliest opportunity.
5. A minor order shall be for a service and payable by cheque or BACS, payable through the relevant council's normal payment cycle.
6. A limit £2,000 including VAT in any three-month period shall be the maximum expenditure that may be incurred using this process.
7. Exceeding the limit set in (5) above shall trigger an immediate call for a report on expenditure to both Councils, unless a report has previously been scheduled and/or prior approval for additional expenditure has been obtained.
8. **For Year 22/23 costs to be split 81% OTC, 19% OHPC. This calculation to be based on the numbers on the Electoral Register supplied by WDBC (1322 OHPC and 5369 OTC as at May 2022, giving total electorate of 6691, resulting in OHPC % of that figure 19.75%, and OTC 80.25%).**

Orders for costs in excess of the limitation set out above shall be subject to the Councils' prior approval.

Committee Terms of Reference – To review and resolve to approve the Terms of Reference for the following Committees:

PARKS COMMITTEE

Responsibilities

To carry out the Council's responsibilities for the following:

- i. The provision of grounds maintenance services for:
 - a. Simmons Park, Kempley Meadows, Platt's Meadow, Putting Green;
 - b. Simmons Park car park and approach road;
 - c. Skate Park/BMX Track; Clapps Wood, Fairplace, land behind Lidl, grass verge at West Bridge, **raised flower bed and seating area in New Road**, and all land in the ownership of Okehampton Town Council (excepting the footprint of the Town Hall, Charter Hall, Cinema, Lower Market Hall and Public Toilets at Fairplace sites)
 - d. cemetery; and
 - e. bus shelters, wayside seats

Budget

To have authority for spending within the allocated budget.

Fees

To determine and keep under review the fees and charges for the committee's services where statutory authority exists for the levying of such charges.

Payment of Expenses

To have authority to authorise cheque and BACS payments for all invoices and expenses

PLANNING COMMITTEE

Responsibilities

To carry out the Council's responsibilities for the following areas:

1. All matters relating to planning
2. All matters relating to licensing of premises to serve and/or sell alcohol **or food**

That a member of the Committee attends on its behalf any meeting called by WDBC's Development and Licencing Committee in relation to planning or licencing applications that have been called-in for consideration, and on which the Committee has submitted a response. In the event that attendance cannot be resolved at a meeting due to timescales, priority will be given as follows by the Clerk/Assistant Clerk:

- i. **Chairman**
- ii. **Vice-Chairman**
- iii. **Committee Member**

The Member attending on behalf of the Council must only present the view resolved by the Council.

3. Matters relating to highways issues

Payment of Expenses

To have authority to authorise cheque and BACS payments for all invoices and expenses

POLICY & RESOURCES COMMITTEE

Membership

The core constitution of the Policy & Resources Committee shall be the Mayor, the Chair of each of the Council's Committees and any other Members as nominated by the Council.

Whilst attendance at meetings of the Committee is open to all Members, Part 2 Staffing items of business will be restricted to those Members serving on the Committee. Any Members who are related to a member of staff will be required to leave for Part 2 items of business that relate to that person.

Responsibilities

To carry out the Council's responsibilities for the following areas:

1. **Budget:** To recommend to the Council the budgetary framework - the allocation of finances to different services and projects, proposed contingency and ear-marked funds, setting the Council's precept and decisions relating to the control of the Council's borrowing requirements, the control of its capital expenditure and the setting of virement limits.
2. **Financial Services:** To exercise general supervision and control over the finances of the Council; account(s), banking, investment, accounting and auditing arrangements; the raising of loans and the general insurances of the Council.
3. **Information Technology:** To oversee the effective and efficient use of IT throughout the Council and to be responsible for data protection.
4. **Land Transactions:** To determine land transactions in respect of land within the remit of the committee and within budgetary parameters.
5. **Personnel:** The management of the personnel function and all aspects of personnel management as is necessary, and to consider any recommendations made by the Personnel Sub-Committee including the appointment of members of staff apart from the Town Clerk in which case recommendation will be made to full Council.
6. **Risk Management:** To implement the Council's Risk Management Strategy and create a risk management culture, utilising the authority's resources as effectively and efficiently as possible, to reduce the total cost of risk.
7. **Support Services:** To exercise general supervision of support services in an effective and efficient manner.
8. **Community Safety, Civil Defence and Emergency Planning:** To exercise the Council's functions in relation to civil defence, emergency planning and community safety.

Budget

To have authority for spending within the allocated budget.

Payment of Expenses

To have authority to authorise cheque and BACS payments for all invoices and expenses

Fees

To determine and keep under review the fees and charges for the committee's services where statutory authority exists for the levying of such charges.

PROPERTY COMMITTEE

Responsibilities

To carry out the Council's responsibilities for the following areas:

- i. Town Hall
- ii. Charter Hall
- iii. Market Hall (external fabric only)
- iv. Lower Market Hall

v. Public Toilets at Fairplace, and Market Street

Fees

To determine and keep under review the fees and charges for the committee's services where statutory authority exists for the levying of such charges.

Budget

To have authority for spending within the allocated budget.

Payment of Expenses

To have authority to authorise cheque and BACS payments for all invoices and expenses

Sale of Alcohol, Charter Hall

To act as the Charter Hall Management Committee in relation to the sale of alcohol in the premises during events. The Chairman of the Property Committee and Town Clerk, having delegated authority to approve requests. In the event of the absence of either, the Vice-Chairman and/or Assistant Town Clerk having authority to approve the requests. All such bookings will be reported to the Property Committee at scheduled meetings.

EMERGENCY COMMITTEE

Membership

The core constitution of the Emergency Committee shall be the Mayor, and the Chair of each of the Council's Committees (Parks, Planning, Policy & Resources and Property).

The Chairman of the Committee shall be chosen from the Members serving on the Committee.

¹Due to the nature of the Committee in the event of an emergency meetings may be called with little, or no notice, without agendas or papers and may be held in any available venue. To enable the Committee to sit at short notice the quorum is 2 Members.

Purpose

This committee will only normally convene, at the request of the Clerk or Assistant Clerk, in the event of a major disruption or emergency which:

- is likely to affect the Council's overall ability to undertake its normal day to day business or the running of its services as set out in the Business Continuity Plan, or
- in the event that there is a major emergency affecting the larger Okehampton area as set out in the Emergency Policy

Terms of Reference

1. Following an incident directly affecting the Council, to assess the overall impact on the delivery of the council's services in line with the Business Continuity Plan
2. Following a major emergency affecting the larger Okehampton area, to assess the overall impact to the community and how the council can assist Emergency Services and residents

Budget

In the that immediate remedial action is required, the Committee may consider suspension of the council's Financial Regulations allowing work to be undertaken without the need to obtain 3 quotations or estimates, up to a value of £2,000.

¹ Standing Orders

4 d vi) The Council 'shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three'

26 b) 'A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given'

Payment of Expenses – To have authority to authorise cheque and BACS payments for all invoices and expenses, during the course of an emergency situation.

Reporting

The Committee shall report to meetings of the full Council as and when necessary.

PERSONNEL SUB-COMMITTEE

The Personnel Sub-Committee is a sub-committee of Okehampton Town Council's ('the Council') Policy & Resources Committee (P&R).

Membership

The core constitution of the Personnel Sub-Committee shall be the Mayor, and the Chair of each of the Council's Committees.

The Chairman of the Committee shall be chosen from the Members serving on the Committee, excluding the Mayor. Attendance at meetings of the Sub-Committee will be strictly limited to those Members serving on the Committee.

Any Members who are related to a member of staff will be required to leave if items of business to be considered relates to that person.

Purpose

This committee is appointed to make recommendations about staffing matters to the P&R Committee, for ratification by either that Committee or the Full Council, as set out in the Terms of Reference of the P&R Committee and may make resolutions as set out in relevant staffing related policies.

Responsibilities

1. To oversee the recruitment and appointment of staff and made recommendation of appointment to the P&R Committee apart from that of the Town Clerk for which the P&R Committee should make recommendation to full Council.
2. To arrange new employment contracts and changes to contracts.
3. To oversee any process which could lead to the dismissal of staff (including redundancy)
4. To consider any appeal against a decision in respect of pay and make recommendation to the P&R Committee.
5. To consider any process, including appeal from a member of staff regarding a grievance or disciplinary matter and make resolutions in accordance with the relevant policies
6. To supervise and performance manage the Clerk's work, and handle grievance and disciplinary matters, and pay disputes arising from the Clerk in accordance with relevant policies.

Reporting

The Committee shall report to meetings of the P&R Committee as and when necessary.