

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 11th April 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 A Wood (Chairman, Property)
Councillor G Button
Councillor C Marsh
Councillor B Matravers
Councillor J Yelland

Other Members Present: Councillor J Goffey
Councillor C Holt

In Attendance: Mrs E James (Town Clerk)

- | | Action |
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| <p>900 <u>Declarations of Interest</u> – None were declared.</p> | |
| <p>901 <u>Apologies for Absence</u> – Apologies tendered by Cllrs Leech, and Travers were approved on the proposition of Cllr Tolley, seconded Cllr Sanger.</p> <p>Apologies from Cllrs Abbots and Jessop who were not members of the Committee were noted.</p> | |
| <p>902 <u>Deferment of Business</u> – None</p> | |
| <p>903 <u>Members’ Questions</u> – None</p> | |
| <p>904 <u>Minutes</u> – On the proposition of Cllr Matravers, seconded Cllr Sanger, it was RESOLVED to approve the minutes of the meeting held on 7th March 2022 for signing by Cllr Sanger.</p> | |
| <p>905 <u>Grant Awarded Feedback</u> – Feedback from the following previously awarded grants was noted:</p> <ul style="list-style-type: none"> • Friends of Okehampton Library for the grant of £370.48 awarded in February 2022 • Ockment Centre for the grant of £5,000 awarded in February 2022 | |
| <p>906 <u>Finances</u></p> | |
| <p>906.1 Cllr Marsh reported that checks of the bank reconciliations, online payments and Lloyds Debit Card transactions up to and including February had been undertaken.</p> | |
| <p>906.2 On the proposition of Cllr Yelland, seconded Cllr Button, it was RESOLVED to approve the management accounts (as circulated) for month ended 28th February 2022 (month 11).</p> | |
| <p>906.3 On the proposition of Cllr Matravers, seconded Cllr Button, it was RESOLVED to approve payments in accordance with the schedule.</p> | |
| <p>906.4 It was noted that Microsoft prices were increasing from 1st July. On the proposition of Cllr Yelland, seconded Cllr Wood, it was RESOLVED to pay annually from that date resulting in an annual saving against the new monthly cost.</p> | Clerk |
| <p>907 <u>Queen’s Platinum Jubilee Celebrations</u> – Cllr Marsh provided an update of the programme for the weekend.</p> | |

	On the proposition of Cllr Marsh, seconded Cllr Wood, it was RESOLVED to approve the purchase of water bottles as recommended by the working group and outlined in the previously circulated report at the approx. cost of £2,718.	Admin Officer/ Clerk
	On the proposition of Cllr Button, seconded Cllr Wood, it was RESOLVED to approve the cream teas and purchase of 100 hardbacked limited edition brochures at the cost of approx. £900, as recommended by the working group and outlined in the previously circulated report	Clerk
908	<u>Mayor Choosing and Annual Council Meeting</u> - On the proposition of Cllr Matravers, seconded Cllr Button, it was RESOLVED to approve the holding of the meeting in the Council Chamber, those present being mainly Councillors and award nominees. The meeting would be livestreamed through Facebook and shown in the Charter Hall for viewing by other invited guests and would be available for the public to view.	Admin Officer/ Clerk
909	<u>Livestreaming of Council Meetings</u> - On the proposition of Cllr Tolley, seconded Cllr Yelland, it was RESOLVED to recommend to full Council that meetings be livestreamed, initially through Facebook, when the meetings were held back in the Council Chamber. It was noted that a camera and other equipment would be required to be purchased.	Clerk
910	<u>Town Guide</u> – The Clerk reported that the draft was expected to be received from the publisher by the end of the week and it would be added to the full Council agenda for consideration.	Clerk
911	<u>Policies and Documents</u> – On the proposition of Cllr Wood, seconded Cllr Yelland, it was RESOLVED to recommend the Internal Control Statement to full Council for adoption.	Clerk
912	<u>Grant Policy</u> – Cllr’s Sanger and Tolley would review the policy with the Clerk and make recommendation to the Committee	Cllrs Tolley, Sanger, Clerk
913	<u>Reports of Council Working/Task & Finish Groups</u> –	
913.1	<u>Investment</u> – Cllr Yelland advised that no further meetings had been held.	
913.2	<u>Queens Platinum Jubilee, 2022</u> – A report had been provided earlier in the meeting.	
914	<u>Members’ Reports and Requests for Agenda Items</u> –	
914.1	<u>Citizens Advice</u> – There was no report available.	
914.2	<u>DALC Larger Councils Sub-Committee</u> – Cllr Sanger advised there had been no meeting to report upon.	
914.3	<u>Fairtrade</u> – Cllr Button reported that there had not been a meeting since Fairtrade Fortnight.	
914.4	<u>Okehampton & District Community Transport Group</u> – A report from Cllr Leech was read by the Clerk. The update included the retirement of the Assistant Manager and the impact that high fuel costs were having. It was noted that that some volunteer drivers did not like doing the longer journeys and it was becoming more difficult to cover all bookings because of the fuel costs.	
914.5	<u>Twinning Association</u> – Cllr Wood advised that the AGM was on 23 rd April.	

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 Yelland.

- 915** **Outstanding Balances** – The report was noted, the only outstanding balances being for invoices issued in March 2022.
- (Cllrs Holt and Goffey left the meeting)
- 916** **Insurance Claim** – The Clerk provided an update from the Council's insurance broker which contained additional information. It was commented by the Committee that the insurers stance was unreasonable, and the options were considered. On the proposition of Cllr Tolley, seconded Cllr Button, it was **RESOLVED** reluctantly to agree to their recommendation. Clerk
- (Cllrs Holt and Goffey left the meeting)
- 917** **Staffing Matters** –
- 917.1** The Clerk's report was considered and on the proposition of Cllr Ireland, seconded Cllr Wood, it was **RESOLVED** to approve the recommendation to the total of 48 hours pay. Clerk
- (The Clerk left the meeting)
- 917.2** Cllrs Tolley and Sanger reported on the Clerks annual appraisal that had been completed on 10th March.
- (The Clerk returned to the meeting)

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 8pm.

Cllr Sanger
Chairman