

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 13th June 2022 at 7pm in the Council Chamber, Town Hall, Okehampton**

Committee Members Present: Councillor J Yelland (Chairman)
Councillor D Sanger (Vice-Chairman)
Councillor B Tolley (Mayor)
Councillor P Jessop (Chairman, Planning)
Councillor C Marsh
Councillor B Matravers
Councillor D Travers

Other Members Present: Councillor T Abbots
Councillor J Goffey
Councillor C Holt
Councillor M Ireland

In Attendance: Mrs E James (Town Clerk)

Action

- 78 **Declarations of Interest** – Cllr Tolley declared a personal interest in Min Ref 84.2.
- 79 **Apologies for Absence** – Apologies tendered by Cllrs Wood and Button were **approved** on the proposition of Cllr Tolley, seconded Cllr Matravers.

Apologies tendered by Cllrs Leech and Goffey who were not members of the Committee were noted.
- 80 **Deferment of Business** – None
- 81 **Members' Questions** – None
- 82 **Minutes** – On the proposition of Cllr Sanger, seconded Cllr Travers, it was **RESOLVED** to approve the minutes of the meeting held on 9th May 2022 for signing by Cllr Yelland.
- 83 **Grant Awarded Feedback** – Feedback from the following previously awarded grants was noted:
 - **Museum of Dartmoor Life and Tourist Information** for the grant of £3,500 and £1,500 respectively, awarded in May 2022.
 - **Tor Support Services** for the grant of £500 awarded in February 2022
- 84 **Grant Applications**
- 84.1 **Okehampton Community Dance Project** – Cllr Sanger declared a personal interest.

On the proposition of Cllr Travers seconded Cllr Sanger, it was **RESOLVED** to award a grant of £494 towards the cost of hall hire for the weekly dance sessions between January 2023 and mid-May 2023 allowing the cost to attendees to be kept to a minimum.
- 84.2 **Okey Music Day** – On the proposition of Cllr Matravers, seconded Cllr Travers, 3 abstentions, it was **RESOLVED** to award a grant of £500 towards the cost of the music day including the funding of musicians, the PA and production costs, and promotion.
- 85 **Town Guide** – (Cllr Goffey arrived)

On the proposition of Cllr Yelland, seconded Cllr Marsh, it was **RESOLVED** that a Task and Finish Group consisting of Cllrs Ireland, Yelland, Sanger and Goffey

Clerk

Clerk

review the photos to be included and report back to the next meeting of the Committee.

Admin
Officer

86 **Finances**

86.1 Cllr Marsh reported that checks of the bank reconciliations, online payments and Lloyds Debit Card transactions up to and including the end of May 2022 had been undertaken and that petty cash would be checked the following day.

86.2 On the proposition of Cllr Marsh, seconded Cllr Tolley, it was **RESOLVED** to approve the management accounts (as circulated) for year ended 30th April 2022 (month 1).

86.3 On the proposition of Cllr Matravers, seconded Cllr Sanger, it was **RESOLVED** to approve payments in accordance with the schedule.

87 **Policies and Documents** – On the proposition of Cllr Jessop, seconded Cllr Travers, it was **RESOLVED** to recommend the Grant Policy to full Council for adoption with the inclusion of the wording ‘Emergency applications can be considered at the discretion of the Policy & Resources Committee.’

Clerk

88 **Reports of Council Working/Task & Finish Groups** –

88.1 **Investment** – A meeting was being arranged.

88.2 **The Queens Platinum Jubilee** – Cllr Marsh reported that the events across the weekend had been successful and well attended. A meeting to review finances was being held on 21 June. Councillors thanked the staff for their hard work making events such a success.

89 **Members’ Reports and Requests for Agenda Items** –

89.1 **Citizens Advice** – Cllr Yelland advised she would be making contact before the next meeting.

89.2 **COVID19 Support Group** – No report was available.

89.3 **DALC Larger Councils Sub-Committee** – The Clerk reported that she had attended the last meeting when one of the main topics had been ‘A County Deal’ and how this might affect local councils.

89.4 **Fairtrade** – No report was available

89.5 **Twinning Association** – No report was available

(Cllrs Goffey and Holt left the meeting)

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 Sanger.

90 **Outstanding Balances** – The report was noted.

91 **Insurance Claim** – The Clerk reported on correspondence received from the Councils insurer. On the proposition of Cllr Marsh, seconded Cllr Tolley, it was **RESOLVED** to offer a full and final settlement payment of £30.

Clerk

92 **Internal Auditor Appointment** - On the proposition of Cllr Tolley, seconded Cllr Marsh, it was **RESOLVED** to recommend the appointment IAC Audit and Consultancy as the council’s internal auditor for three years, 2022/23, 2023/24 and 2024/25 to full Council for ratification.

Clerk

(Cllrs Ireland and Abbots left the meeting)

93 **Staffing Matters** –

93.1 On the proposition of Cllr Sanger, seconded Cllr Jessop, it was **RESOLVED** to permit the apprentice, Mr Peek, to drive the Council's tractor on passing his driving test and following an induction and risk assessment being carried out by the Park-Keepers.

Clerk

93.2 (The Clerk left the meeting)

On the proposition of Cllr Marsh, seconded Cllr Yelland, it was **RESOLVED** not to award a pay increase at the time.

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

The Chairman closed the meeting at 7.55pm.

Cllr Yelland
Chairman

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