

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting  
held on Monday 24<sup>th</sup> October 2022 at 7pm in the Council Chamber, Town Hall, Okehampton**

**Committee Members Present:** Councillor J Yelland (Chairman)  
Councillor B Tolley (Mayor)  
Councillor A Wood (Chairman, Property)  
Councillor B Matravers

**Other Members Present:** Councillor J Goffey  
Councillor C Holt

**In Attendance:** Mrs E James (Town Clerk)

**Action**

- 355** **Apologies for Absence** – Apologies tendered by Cllr Marsh were approved on the proposition of Cllr Tolley, seconded Cllr Matravers.
- Apologies tendered by Cllrs Abbots, Fisher and Leech who were not members of the committee were noted
- 356** **Declarations of Interest** – Cllr Wood declared a personal interest in Min Ref 362.3 being a member of the group, and a pecuniary interest in Min Ref 362.1 being a Trustee.
- 357** **Public Participation** – Cllr Goffey commented on the recent Get Changed Coffee Morning that had been held to raise funds for a performance, the Charter Hall Sponsor a Slate initiative and the ongoing vandalism to the locks of the public toilets in Market Street.
- (Cllr Goffey left the meeting)
- 358** **Members' Questions** – None
- 359** **Minutes** – On the proposition of Cllr Wood, seconded Cllr Tolley, it was **RESOLVED** to approve the minutes of the meeting held on 18<sup>th</sup> July 2022 which were signed by Cllr Yelland.
- 360** **Vice-Chairman** – Item deferred
- 361** **Grant Feedback** - Feedback from the following groups who had previously been awarded a grant was noted:
- **Okey Music Day** for the grant of £500 awarded in June 2022
  - **Okement Rivers Improvement Group** for the grant of £500 awarded in January 2022
  - **Wren Music** for the grant of £500 awarded in March 2022
- (Cllr Holt left the meeting)
- 362** **Grant Applications**
- 362.1** **Get Changed Theatre Company** (Cllr Wood, who had declared a pecuniary interest, left the meeting)
- On the proposition of Cllr Tolley, seconded Cllr Matravers it was **RESOLVED** to award a partial grant of £300 towards the cost of the provision of a Makaton communication programme to assist their clients, staff and others who offer support to those participants who have these additional needs and suggest that the group approaches Okehampton Hamlets Parish Council for a grant.
- (Cllr Wood re-joined the meeting)

**362.2 Okehampton DofE Open Award Group** - On the proposition of Cllr Tolley, seconded Cllr Wood it was **RESOLVED** to award a grant of £500 to cover the cost of the annual insurance premium with the remaining £2.25 being put towards repairs or renewals.

**362.3 Okement Rivers Improvement Group** - On the proposition of Cllr Matravers, seconded Cllr Tolley (1 abstention) it was **RESOLVED** to award a grant of £500 towards the renewal of Strimmer/Brushcutter training courses.

**362.4 Okehampton Community Transport Group** - On the proposition of Cllr Tolley, seconded Cllr Matravers it was **RESOLVED** to award a grant of £1,000 towards the running cost of the volunteer car service scheme.

**362.5 Wellbeing Café (part of Made-Well CIC)** - On the proposition of Cllr Wood, seconded Cllr Matravers it was **RESOLVED** to award a grant of £500 towards the development of resources and delivery of support and services.

It was commented that clarification was needed in the grant policy relation to applications from Community Interest Companies.

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**362.6 Wren Music** – On the proposition of Cllr Tolley, seconded Cllr Matravers it was **RESOLVED** to award a partial grant of £200 to cover the venue hire.

**362.7 Meldon Viaduct** - On the proposition of Cllr Tolley, seconded Cllr Wood it was **RESOLVED** to award a grant of £500 towards the maintenance and renewal fund.

**362.8 Citizens Advice Torridge North Mid & West Devon** - On the proposition of Cllr Wood, seconded Cllr Tolley it was **RESOLVED** to award a grant of £5,000 to be restricted to training for volunteers based in the Okehampton office.

**362.9 Okehampton Carnival Committee** - On the proposition of Cllr Matravers, seconded Cllr Tolley it was **RESOLVED** to award a grant of £500 towards the cost of the Carnival.

**363 Jubilee Water Bottles and Commemorative Books** - On the proposition of Cllr Yelland, seconded Cllr Tolley it was **RESOLVED**, subject to agreement of Okehampton Hamlets Parish Council as the items had been purchased as part of the joint Queens Jubilee celebrations, as follows:

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- To donate a book to the library, history group and a local historian, and share remainder between the Okehampton schools
- Half of the remaining bottles to be offered to Okehampton Hamlets Parish Council, those left with the Town Council to be used for prizes and/or draw prizes

**364 Policies and Documents** – On the proposition of Cllr Wood, seconded Cllr Matravers it was **RESOLVED** to recommend the Flexible Retirement Policy to Full Council following staff consultation.

On the proposition of Cllr Wood, seconded Cllr Tolley it was **RESOLVED** to recommend the Employer Pension Discretions Policy to Full Council following staff consultation.

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On the proposition of Cllr Wood, seconded Cllr Matravers it was **RESOLVED** to recommend an amendment to Standing Orders to Full Council for ratification.

**365 Budget 2023/24** – An initial draft relating to the Administration and Democratic elements of the budget prepared by the Clerk following the recent Budget Workshop was noted by Councillors.

**366** **Finances**

**366.1** An email from Cllr Marsh was read by the Clerk in which she advised that the audit of the bank reconciliation, online payments, direct debits, petty cash and debit card transactions for August and September had been carried out and all was in order.

**366.2** On the proposition of Cllr Tolley, seconded Cllr Matravers, it was **RESOLVED** to approve the management accounts (as circulated) for months ended 30<sup>th</sup> June 31<sup>st</sup> July, 31<sup>st</sup> August and 30<sup>th</sup> September 2022 (months 3, 4, 5 and 6).

**366.3** On the proposition of Cllr Tolley, seconded Cllr Wood, it was **RESOLVED** to approve payments in accordance with the schedule.

**366.4** On the proposition of Cllr Wood, seconded Cllr Matravers, it was **RESOLVED** to approve payment of SW Water invoices by direct debit.

**367** **Investments** - On the proposition of Cllr Yelland, seconded Cllr Tolley, it was **RESOLVED** to recommend to full Council the proposals to transfer funds to a higher interest account to maximise income from interest as set out in the previously circulated report.

**368** **Fixed Term Small Projects Officer** – It was noted that Mrs Ellis and Mrs Horn have been appointed as Fixed Term Small Projects Officers on fixed term 6 month contracts which commenced on 5<sup>th</sup> September 2022 for 3.5 and 4 hours per/week respectively.

**369** **Reports of Council Working/Task & Finish Groups – Investment** – A report arising from a meeting of the group had been considered at Min Reference 367.

**370** **Members' Reports and Requests for Agenda Items –**

**370.1** **Citizens Advice** – Cllr Yelland had previously circulated information about free training that was being provided by the organisation.

**370.2** **COVID19 Support Group** – Cllr Wood, who was a member of the group, advised that it was being gradually run down. It was **agreed** that a recommendation would be made to Full Council for the disbanding of the group.

**370.3** **DALC Larger Councils Sub-Committee** – Cllr Yelland and the Clerk had attended the AGM and Conference on 5<sup>th</sup> October, when there were presentations about; A devolution deal for Devon, Devon's Housing Crisis and the work of the Housing Task Force, and One Devon, the new Integrated Care System for Devon. Cllr Yelland advised that she had been able to ask a question of One Devon, requesting the details of who the Council needed to contact about the provision of facilities in Okehampton.

A variety of workshops held in the afternoon had included; the impact of inflation for council budgets, the cost-of-living crisis and turning venues and facilities into revenue generating businesses.

**370.4** **Fairtrade** – No report

**370.5** **Twinning Association** – Cllr Wood advised no further meetings had been held and that the group was hoping to hold an event in November.

**371** On the proposition of Cllr Tolley, seconded Cllr Matravers 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 items which are **CONFIDENTIAL** by virtue of relating to legal

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**and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council.**

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

A motion to suspend Standing Order 3 (bb) to permit extension of the meeting was proposed by Cllr Tolley, seconded Cllr Matravers, and **agreed**.

**373** **Past Mayors Badges** - On the proposition of Cllr Yelland, seconded Cllr Tolley, it was **RESOLVED** to recommend to Full Council that 10 badges of the existing design from the same supplier were purchased and that the cost was recovered from each Mayor's expense budget if a badge was required.

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**374** **Okehampton Postcards** - On the proposition of Cllr Wood, seconded Cllr Tolley, it was **RESOLVED** to approve the purchase of 500 postcards from Mixam to be printed on recycled uncoated 350gsm card. These to consist of 100 copies of five designs as follows and at the discretion of the Clerk and to include the Council Crest:

- Fore Street from top of St James' Church, or an aerial photo of the equivalent view
- Simmons Park (4 different views; Chalet, pedestrian entrance, ponds and recreation field/play area)
- Town Hall
- Railway Station
- The Mayor's Chapel (St James' Church)

**375** **Staffing Matters** –

**375.1** On the proposition of Cllr Tolley, seconded Cllr Matravers, it was **RESOLVED** to financially recompense office staff who worked on Sunday 11<sup>th</sup> September 2022 preparing for the Reading of the Proclamation event on 12<sup>th</sup> September as set out in the report.

**375.2** On the proposition of Cllr Yelland, seconded Cllr Tolley it was **RESOLVED** to recommend to Full Council that the Council contribute 50% of the cost of the Level 5 Community Governance course, applied annually in accordance with the existing training agreement and to ensure time off for attendance at study days, training sessions and associated events, as requested by the Clerk.

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

The Chairman closed the meeting at 9.30pm

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**Cllr Yelland**  
**Chairman**