

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 18th July 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 A Wood (Chairman, Property)
Councillor C Marsh
Councillor B Matravers
Councillor D Travers

Other Members Present:

In Attendance: Mrs E James (Town Clerk)

	Action
145 <u>Declarations of Interest</u> – None	
146 <u>Apologies for Absence</u> – Apologies tendered by Cllrs Abbots, Goffey, Holt and Leech who were not members of the Committee were noted. Cllr Button was absent.	
147 <u>Deferment of Business</u> – Comments from Cllr Goffey in relation to the grant application and Town Guide were read out.	
148 <u>Members' Questions</u> – None	
149 <u>Minutes</u> – On the proposition of Cllr Jessop, seconded Cllr Tolley, it was RESOLVED to approve the minutes of the meeting held on 13 th June 2022 which were signed by Cllr Yelland.	
150 <u>Town Guide</u> – On the proposition of Cllr Marsh, seconded Cllr Sanger, it was RESOLVED to approve the guide. Thanks to Mrs Horn in appreciation of her hard work were conveyed.	Admin Officer
151 <u>Grant Applications</u> 151.1 <u>Community Links</u> – On the proposition of Cllr Marsh seconded Cllr Travers, it was RESOLVED not to award the full requested amount of £5,000 but instead to award a grant of £2,250 to cover the cost of venue hire for the Okehampton Coffee Group.	Clerk
152 <u>Poppy Wreath</u> - On the proposition of Cllr Marsh seconded Cllr Wood, it was RESOLVED to make a donation of £50 to the Royal British Legion Poppy Appeal for a wreath for the 2022 Remembrance Service.	Clerk
153 <u>Finances</u> 153.1 Cllr Marsh reported that checks of the bank reconciliations, online payments and Lloyds Debit Card transactions up to and including the end of June 2022 had been undertaken and the petty cash had been checked.	
153.2 On the proposition of Cllr Sanger, seconded Cllr Wood, it was RESOLVED to approve the management accounts (as circulated) for year ended 31 st May 2022 (month 2).	
153.3 On the proposition of Cllr Jessop, seconded Cllr Matravers, it was RESOLVED to approve payments in accordance with the schedule.	

153.4 Payments made on 8th July 2022 under delegated powers by the Clerk since the Full Council meeting on 27th June 2022 due to staff sickness and holidays were noted.

154 **Council Email Backup** - On the proposition of Cllr Yelland, seconded Cllr Tolley, it was **RESOLVED** to back up staff emails at the cost of £1.95 p/email address p/month and that it was not necessary to do the same for Councillor emails.

Clerk

155 **Policies and Documents** – On the proposition of Cllr Tolley, seconded Cllr Wood, it was **RESOLVED** to recommend the Business Continuity Plan to Full Council.

On the proposition of Cllr Tolley, seconded Cllr Wood, it was **RESOLVED** to recommend the Document Retention Policy to Full Council.

On the proposition of Cllr Marsh, seconded Cllr Tolley, it was **RESOLVED** to recommend the following documents to Full Council:

- Privacy (Data Protection) Policy
- Privacy Notice (General)
- Privacy Notice (Staff, Councillors and Role Holders)

On the proposition of Cllr Matravers, seconded Cllr Sanger, it was **RESOLVED** to recommend Standing Orders to Full Council

On the proposition of Cllr Jessop, seconded Cllr Sanger, it was **RESOLVED** to recommend the Subject Access Request Policy to Full Council

Clerk

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

156.1 **Investment** – A meeting was scheduled to be held in September. The Clerk reported that an interest payment of 5% for the period 18th December 2020 to 5th April 2021 in the sum of £73.97 had been received from the Tamar Energy Community £5,000 investment.

156.2 **The Queens Platinum Jubilee** – A final meeting of the Working Group had been held to review the event and the finances. A grant of £3,000 had been received from Okehampton United Charity and Okehampton Hamlets Parish Council had agreed to transfer the remainder of their budget for the Jubilee celebrations amounting to £200 to the Town Council towards the joint costs.

It was agreed to close the Working Group.

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

157.1 **Citizens Advice** – Cllr Yelland reported on items that had been discussed at a recent meeting, including:

- The Okehampton Office was actively seeking new recruits for advice and information roles.
- CA had received funding for a caseworker to support Ukrainian guests and their hosts.
- The Help to Claim Scheme had an Okehampton based caseworker

157.2 **COVID19 Support Group** – No report

157.3 **DALC Larger Councils Sub-Committee** – No meeting had been held to report upon

157.4 **Fairtrade** – No report

157.5 **Twinning Association** – Cllr Wood report that a BBQ had been held the previous weekend and a programme for the exchange visit in August had been finalised.

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 Travers.

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| <p>158 <u>Outstanding Balances</u> – The report was noted.</p> <p>159 <u>Insurance Claim</u> – The Clerk reported that the claim had been settled.</p> <p>160 <u>Work Experience Request</u> - On the proposition of Cllr Yelland, seconded Cllr Travers, it was RESOLVED not to approve the request for work experience with the Parks Team due to staff capacity. The creation of a Volunteer Group for Simmons Park was being progressed and this person could become involved through this scheme at a later date.</p> <p>161 <u>Staffing Matters</u> –</p> <p>161.1 The Clerk reported that two members of staff had recently had Covid and one had an injury.</p> <p>161.2 A request from the Clerk for the employment of an additional member of staff, on a temporary part-time basis of 1 day per week for six months for small project work was considered.</p> <p> On the proposition of Cllr Yelland, seconded Cllr Travers it was RESOLVED to</p> | <p>Clerk</p> <p>Clerk</p> |
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On the proposition of Cllr Sanger seconded Cllr Wood, it was **RESOLVED** to exit Part Two and ratify decisions made therein.

The Chairman closed the meeting at 8.05pm.

Cllr Yelland
Chairman