

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting  
held on Monday 14<sup>th</sup> November 2022 at 7pm in the Council Chamber, Town Hall, Okehampton**

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

**Other Members Present:**

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

**Action**

- 425 **Apologies for Absence** – Apologies tendered by Cllrs Abbots, Ireland, Goffey and Holt, who were not members of the committee were noted.
- 426 **Declarations of Interest** – Cllrs Marsh and Fisher declared personal interests in Min Refs 431 and 432.3.
- 427 **Public Participation** – None
- 428 **Members' Questions** – None
- 429 **Minutes** – On the proposition of Cllr Marsh, seconded Cllr Tolley, it was **RESOLVED** to approve the minutes of the meeting held on 24<sup>th</sup> October 2022 which were signed by Cllr Yelland.
- 430 **Vice-Chairman** – It was agreed not to appoint a Vice-Chairman to the Committee for the remainder of the council year.
- 431 **Grant Feedback** - Feedback from the following groups who had previously been awarded a grant was noted:
- **Okehampton DofE Open Award Group** for the grant of £500 awarded in October 2022
  - **Okehampton Carnival Committee** for the grant of £500 awarded in October 2022
  - **Everything Okehampton** for the grant of £1,000 awarded in January 2022
- 432 **Grant Applications**
- 432.1 **Immersion in the Community CIC** - On the proposition of Cllr Marsh, seconded Cllr Fisher, it was **RESOLVED** to award a grant of £500 towards the purchase of a pool table.
- 432.2 **Okehampton United Ecclesiastical Charity** – On the proposition of Cllr Marsh, seconded Cllr Tolley, it was **RESOLVED** to award a grant of £750 towards the ongoing maintenance of the town clock and its chimes.
- 432.3 **Everything Okehampton** - On the proposition of Cllr Matravers, seconded Cllr Wood (2 abstentions), it was **RESOLVED** to award a grant of £2,000 towards the cost of the new security bolts and wires for the Christmas lights, their erection and taking down.
- 433 **Mayors Photo Album** - On the proposition of Cllr Wood, seconded Cllr Fisher, it was **RESOLVED** to approve the purchase of an album and acid free tissue to protect the photos in the existing album.

- 434** **Budget 2023/24** – V2 of the Democratic and Administrative elements of the budget were considered.
- On the proposition of Cllr Tolley, seconded Cllr Matravers, it was **RESOLVED** to recommend to full Council the virement of £15,000 grant funding received from the Office of the Police & Crime Commissioner for the CCTV Scheme installation, from income to the CCTV earmarked fund.
- 435** **Annual Subscriptions** - On the proposition of Cllr Matravers, seconded Cllr Tolley, it was **RESOLVED** to approve the continuation of the annual subscriptions with the exception of Zoom.
- 436** **Regular Direct Debits, Standing Orders and BACS Transactions** - On the proposition of Cllr Marsh, seconded Cllr Wood, it was **RESOLVED** to agree the continuation of the payments in their current form.
- 437** **2022/23 Pay Agreement** - On the proposition of Cllr Tolley, seconded Cllr Wood, it was **RESOLVED** to ratify the implementation and backdating of the Local Government Services Pay Agreement for the 2022/23 financial year in accordance with the pay scales published by NALC and the additional days leave for all employees (pro-rata) from 1<sup>st</sup> April 2023.
- 438** **Internal Audit Report** – Cllr Yelland offered her congratulations to staff for the successful audit which had taken place on 8<sup>th</sup> November 2022. The recommendations made were considered and it was noted that changes had/would be implemented as follows:
- An alternative way of recording 'rollover' of funds from one financial year to another would be incorporated into the budget setting for the 2023/24 financial year
  - The Investment Strategy had been uploaded to the website and its amendment would be considered at the next meeting of the committee
  - Movement of funds and the merging of accounts was already in progress having been approved by full Council in October.
- 439** **Finances**
- 439.1** Cllr Marsh reported that the audit of the bank reconciliation, online payments, direct debits, petty cash and debit card transactions for October had been carried out earlier in the day and all was in order.
- 439.2** On the proposition of Cllr Marsh, seconded Cllr Tolley, it was **RESOLVED** to approve the management accounts (as circulated) for month ended 31<sup>st</sup> October 2022 (month 7).
- 439.3** On the proposition of Cllr Tolley, seconded Cllr Fisher, it was **RESOLVED** to approve payments in accordance with the schedule.
- 440** **Terms of Reference** – On the proposition of Cllr Tolley, seconded Cllr Matravers, (1 abstention) it was **RESOLVED** to recommend the document to full Council for ratification incorporating amendment to membership and confirmation of the event date.
- 441** **Reports of Council Working/Task & Finish Groups** –
- 441.1** **Investment** – A meeting was due to be held on 24<sup>th</sup> November when a representative of the CCLA would give a presentation.
- 441.2** **King Charles III Coronation** – Cllrs Marsh and Fisher, on behalf of Everything Okehampton, reported they were considering holding a coffee morning on the morning of the Coronation in the Charter Hall to incorporate the screening of the event. This would be followed by a town centre event with a main road closure, a

'bring and share' tea or similar street party with some entertainment and a gift for children.

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

**442.1 Citizens Advice** – Cllr Yelland advised that a response to a request for an update was awaited.

**442.2 DALC Larger Councils Sub-Committee** – Cllr Yelland reported that the next meeting was on 17<sup>th</sup> November.

**442.3 Fairtrade** – Cllr Wood had attended the last meeting when plans had been made for the provision of refreshments in Room 13 during Edwardian Evening. Fairtrade Fortnight was scheduled to commence on 27<sup>th</sup> February when it was hoped that Fairtrade coffee growers would visit from Rwanda.

**442.4 Twinning Association** – Cllr Wood advised there had not been recent meeting.

**443** **On the proposition of Cllr Tolley, seconded Cllr Wood 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 and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council.**

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

**445 Gazebo** – The item was deferred for alternative quotations to be sought.

On the proposition of Cllr Fisher, seconded Cllr Wood, it was **RESOLVED** to exit Part Two.

The Chairman closed the meeting at 8.02pm

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**Cllr Yelland  
Chairman**