

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting  
held on Monday 17<sup>th</sup> April 2023 at 7.20pm in the Council Chamber, Town Hall, Okehampton**

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

**Other Members Present:** Cllr T Leech

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

**Action**

**794** **Apologies for Absence** – Apologies tendered by Cllrs Botton (work) and Fisher (personal) were **approved** on the proposition of Cllr Tolley, seconded Cllr Wood.

Apologies tendered by Cllrs Holt and Goffey who were not members of the committee were noted.

**795** **Declarations of Interest** – Cllr Matravers declared a personal interest in Min Ref 804.

**796** **Public Participation** – None

**797** **Members' Questions** – None

**798** **Minutes** – On the proposition of Cllr Matravers, seconded Cllr Tolley, it was **RESOLVED** to approve the minutes of the meeting held on 13<sup>th</sup> March 2023, which were signed by Cllr Yelland.

**799** **Grant Feedback** – Feedback from the following groups who had been awarded a grant were noted:

- **Who Let the Dads Out** for a grant of £500 awarded in January 2022
- **Okehampton Fairtrade Group** for a grant of £140 awarded in January 2023

**800** **Allotments** – Cllrs Marsh, Tolley and Yelland declared personal interests being members of Okehampton United Charity.

On the proposition of Cllr Marsh, seconded Cllr Wood it was **RESOLVED** to defer the item to full Council for consideration because of the interests declared.

Clerk

**801** **Policies and Documents** - On the proposition of Cllr Tolley, seconded Cllr Wood, it was **RESOLVED** to recommend the following policies to Full Council for adoption:

- Data Security Breach Response Policy and Procedure
- Delegation Scheme
- Dignity at Work Policy
- Financial Regulations
- Financial Risk Assessment and Management Policy
- Reserves Policy
- Standing Orders
- Treasury and Investment Policy & Strategy

Clerk

**802** **Information Point** – On the proposition of Cllr Tolley, seconded Cllr Wood, it was **RESOLVED** to retain the tourist information and stand that had been provided free by Publicity South West following an enquiry that had been made to them.

**803**     **Finances**

- 803.1**    Cllr Marsh reported that the audit of the bank reconciliation, online payments, direct debits, and debit card transactions had been carried out earlier in the day and all was in order.
- 803.2**    On the proposition of Cllr Tolley, seconded Cllr Matravers, it was **RESOLVED** to approve the management accounts, as circulated, for month ended 28<sup>th</sup> February 2023 (month 11).
- 803.3**    It was noted that the vehicle tax paid to DLVA had increased to £320 and the amount paid was different than that stated on the renewal notice received. On the proposition of Cllr Matravers, seconded Cllr Wood, it was **RESOLVED** to approve the schedule of payments.
- 804**     **Mobile Phone** – On the proposition of Cllr Wood, seconded Cllr Marsh (1 abstention), it was **RESOLVED** to approve the request for a mobile phone for use by office staff in line with the report; that being a ‘Pay as You Use’ contract with EE at the cost of £1.25 p/month for retention of a phone number. Calls, texts and data would be invoiced/purchased as needed. Cllr Marsh advised she may have a spare mobile phone that could be used for this purpose.
- 805**     **Reports of Council Working/Task & Finish Groups** –
- 805.1**    **Investment** – No meeting had been held
- 805.2**    **King Charles III Coronation** – Cllr Marsh reported that Everything Okehampton were working with other groups to organise a big litter clean-up on Monday 8<sup>th</sup> May in addition to the events being held on 6<sup>th</sup>.
- 805.3**    **Okehampton Celebrates in the Park** – The next meeting was being held on 25<sup>th</sup> April by when it was hoped the draft timeline would be available.
- 806**     **Members’ Reports and Requests for Agenda Items** –
- 806.1**    **Citizens Advice** – Cllr Yelland reported the Okehampton office was open weekly on Tuesdays, Wednesdays and Thursdays from 10am to 3pm for appointments which were limited and allocated to those most in need. The website [www.ruraldevoncab.org.uk](http://www.ruraldevoncab.org.uk) was due to be updated with additional information. Recruitment of volunteers for Okehampton was ongoing. Impact reports were due to be released in the near future with more specific information about Okehampton and West Devon.
- 806.2**    **DALC Larger Councils Sub-Committee** – Cllr Yelland and the Clerk had attended the meeting on 16<sup>th</sup> March. There had been discussion around improving relationships with District Councils. DCC’s on street parking charge proposal had been raised and was being taken up by DALC, although not all affected councils in Devon were against the proposals.
- 806.3**    **Fairtrade** – The Fairtrade community feast had been held in early March and the AGM was due to be held on 26 April at 7pm in Fairplace Church.
- 806.4**    **Twinning Association** – Cllr Wood advised that the bring and share supper at the end of March had been well attended.
- 807**     **Urgent Items** – The Clerk reported Mr Peek had successfully completed the Level 2 Horticultural Apprenticeship and would be starting Level 3 in early May. The Committee congratulated Mr Peek on the achievement.

Clerk/  
Cllr  
Marsh

Cllr Yelland thanked Councillors for their work and commitment, this being the last Policy & Resources Committee meeting of the current council.

(Cllr Leech left the meeting)

**808** On the proposition of Cllr Marsh, 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.

**809** **Outstanding Balances** – The list of outstanding balances was noted.

**810** **Staffing Matters** –

**810.1** **Additional Hours** – On the proposition of Cllr Marsh, seconded Cllr Tolley it was **RESOLVED** to temporarily increase Mrs Horn's hours by 4 p/week from 1<sup>st</sup> May to 30<sup>th</sup> June inclusive and that the Personnel Sub-Committee convene in the autumn to consider workloads.

Clerk

**810.2** **Prescription safety glasses** – On the proposition of Cllr Marsh, seconded Cllr Wood, it was **RESOLVED** not to provide safety glasses with prescription lenses as requested by a member of staff.

Clerk

(The Clerk left the meeting)

**810.3** **Clerk's Annual Appraisal and Performance Review** – The Clerk's annual appraisal was conducted on 16<sup>th</sup> March by Cllrs Tolley and Yelland. Achievements and objectives were highlighted to Members with emphasis on the ever-increasing workload. Under the terms of the Clerk's employment contract, her salary is due to be reviewed with any contractual changes for exemplary performance being applied on the anniversary of appointment. In discussion, members referred to the hard work and diligence of the Clerk weighed against the impact any increase would have on the budget. It was **RESOLVED** not to offer a contractual increase in salary this year on the proposition of Cllr Yelland and seconded by Cllr Tolley.

(The Clerk returned to the meeting)

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

The Chairman closed the meeting at 8.36pm

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**Cllr Yelland**  
**Chairman**