

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting  
held on Monday 13<sup>th</sup> March 2023 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 B Matravers (Chairman, Planning)  
Councillor C Botton  
Councillor A Fisher

**Other Members Present:**

**In Attendance:** Mrs E James (Town Clerk)  
2 Members of the Public

**Action**

- 731** **Apologies for Absence** – Apologies tendered by Cllr Wood (ill health) were **approved** on the proposition of Cllr Tolley, seconded Cllr Fisher.  
  
Apologies tendered by Cllrs Leech and Holt, who were not members of the committee were noted.
- 732** **Declarations of Interest** – Cllr Tolley declared a personal interest in Min Ref 737.5.
- 733** **Public Participation** – None
- 734** **Members’ Questions** – None
- 735** **Minutes** – On the proposition of Cllr Marsh, seconded Cllr Fisher, it was **RESOLVED** to approve the minutes of the meeting held on 16<sup>th</sup> January 2023, which were signed by Cllr Yelland.
- 736** **Grant Feedback** – Feedback from Okehampton Community and Recreation Association for a grant of £500 awarded in March 2022 towards the provision of activities on 4<sup>th</sup> June 2022 as part of the Fields in Trust and Jubilee Celebrations was noted.
- 737** **Grant Applications**
- 737.1** **1<sup>st</sup> Okehampton Scout Group** - On the proposition of Cllr Marsh, seconded Cllr Botton, it was **RESOLVED** to award a grant of £237.50 towards the purchase cost of smoke alarms, heat detector and PAT testing for the scout hut.
- 737.2** **Daisi** – A proposal to award the whole amount of £500 applied for was not seconded.  
  
On the proposition of Cllr Botton, seconded Cllr Marsh, (1 abstention) it was **RESOLVED** to award a grant of £200 towards the wellbeing project due to run from April 2023 to August 2024.
- 737.3** **Okehampton Friendly Circle** - Cllr Tolley declared a personal interest being an ex-officio member of the group.  
  
On the proposition of Cllr Marsh, seconded Cllr Fisher (1 abstention), it was **RESOLVED** to award a grant of £500 towards the cost of a coach for the yearly outing and entrance fees.

Clerk

Clerk

Clerk

737.4	<p><b>Friends of Okehampton Primary School</b> - On the proposition of Cllr Botton, seconded Cllr Tolley, it was <b>RESOLVED</b> to award a grant of £100 to cover the purchase cost of a tree, plants and compost in celebration of the Coronation of King Charles III.</p>	Clerk
737.5	<p><b>Okehampton Community Recreation Association</b> - On the proposition of Cllr Fisher, seconded Cllr Marsh, (1 abstention) it was <b>RESOLVED</b> to award a grant of £1,600 towards the costs of the Charter/Fields in Trust Celebrations in July 2023, OCRA's Sports Week and work towards the Open Space, Sport and Recreation Plan.</p>	Clerk
738	<p><b><u>Policies and Documents</u></b> - On the proposition of Cllr Yelland, seconded Cllr Tolley, it was <b>RESOLVED</b> to recommend the following policies to full Council for adoption subject to amendments as discussed and to defer the Data Security Breach Response Policy and Procedure to the following meeting:</p> <ul style="list-style-type: none"> <li>• Asset Register and Disposal Policy</li> <li>• Body Worn CCTV: <ul style="list-style-type: none"> <li>○ Privacy Impact Statement</li> <li>○ Policy and Operational Procedural Guidance</li> </ul> </li> <li>• Civic Protocol</li> <li>• Criminal Record Checks Policy</li> <li>• Data Security Breach Response Policy and Procedure</li> <li>• Health &amp; Safety Policy</li> <li>• Internal Control Statement</li> <li>• Operation London Bridge</li> <li>• Rehabilitation of Offenders Policy</li> <li>• Strategic Plan 2023-2027</li> <li>• Volunteer Group: <ul style="list-style-type: none"> <li>○ Agreement</li> <li>○ Policy</li> </ul> </li> </ul>	Clerk
739	<p><b><u>Finances</u></b></p>	
739.1	<p>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.</p> <p>(Cllr Marsh left the meeting)</p>	
739.2	<p>On the proposition of Cllr Matravers, seconded Cllr Fisher, it was <b>RESOLVED</b> to approve the management accounts, as circulated, for months ended 31<sup>st</sup> December 2022 (month 9) and 31<sup>st</sup> January 2023 (month 10).</p> <p>(Cllr Marsh returned)</p>	
739.3	<p>It was noted by the Committee that business rates had increased and would amount to £1,566 p/month in the 2023/24 financial year, plus that for the Cemetery which was which was awaited.</p> <p>On the proposition of Cllr Matravers, seconded Cllr Botton, it was <b>RESOLVED</b> to approve the schedule of payments.</p>	
739.4	<p>On the proposition of Cllr Marsh, seconded Cllr Tolley, it was <b>RESOLVED</b> to approve the following virements:</p> <ul style="list-style-type: none"> <li>• Cemetery income received up to 31<sup>st</sup> March 2023 to be vired to the earmarked reserve for future purchase of land for burials.</li> </ul>	

- Income relating to the repair of the Charter Hall roof, including grants and donations, received up to 31<sup>st</sup> March 2023 to be vired to the earmarked reserve for Charter Hall Roof Repair

Ass.  
Clerk

**740** **Investments** – Correspondence from NatWest following a request to move funds from an account with them to Nationwide was noted. On the proposition of Cllr Fisher, seconded Cllr Tolley, it was **RESOLVED** to make the following recommendations to Full Council:

- that a CCLA Public Sector Deposit Fund account be opened and £400,000 transferred from the NatWest Business Reserve account
- that the NatWest Liquidity Manager account is closed, and the balance transferred to the NatWest Business Reserve account

Ass.  
Clerk

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

**741.1** **Investment** – Item reported upon at Min Ref 740 above.

**742.2** **King Charles III Coronation** – It was noted that the outcome of grant applications was awaited and that DCC Highways had rejected the application for the closure of Fore Street for a street party which would instead be held in St James' Street.

**742.3** **Okehampton Celebrates in the Park** – A meeting was due to be held on 15<sup>th</sup> March to agree the content of the timeline. Further discussion was deferred to Part 2 for consideration of quotations.

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

**743.1** **Citizens Advice** – Cllr Yelland had no items to report upon.

**743.2** **DALC Larger Councils Sub-Committee** – Cllr Yelland and the Clerk were attending the next meeting on 16<sup>th</sup> March.

**743.3** **Fairtrade** – Cllr Tolley had attended a Fairtrade Fortnight event on 12<sup>th</sup> March which had been well attended and he had presented the group with a grant cheque.

**743.4** **Twinning Association** – No report

(Members of the public left the meeting)

**744** **On the proposition of Cllr Botton, seconded Cllr Tolley 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.**

**745** **Outstanding Balances** – An outstanding payment that was being chased was noted.

**746** **Staffing Matters** –

**746.1** **Annual Appraisal and Performance Reviews** – The Clerk reported the reviews had been undertaken and there were no issues to bring to the Committee. Cllrs Tolley and Yelland, as Mayor and Chairman of Policy & Resources Committee, were undertaking the Clerk's annual review later in the week.

**746.2** **Temporary Project Officers** – The temporary contracts had ceased early in March and the Clerk reported on the projects that had been completed or were awaiting further review/approval. These included investigation into the provision of drinking water fountains in Simmons Park, the bandstand enhancement,

bin/bench audit, information signage, postcards, volunteer group, council accreditation, the feasibility of a Youth Council and further putting green enhancements. The Officers who had undertaken the extra hours were thanked by the Committee.

**746.3 Apprenticeship Salary** - On the proposition of Cllr Tolley, seconded Cllr Fisher, it was **RESOLVED** to approve the salary increase from 1<sup>st</sup> April 2023 in line with government guidance.

**746.4 Work Experience** - On the proposition of Cllr Yelland, seconded Cllr Tolley, it was **RESOLVED** to approve the recent request if further information was received, subject to the Park-Keeper being able to accommodate the young person. Decision in relation to future requests was delegated to the Clerk subject to the provision and approval of a policy setting out how requests would be managed. Cllrs Fisher and Yelland to work with the Clerk and Park-Keeper to draft a policy for consideration.

Cllrs  
Fisher,  
Yelland,  
Clerk &  
Park-  
Keeper

**747 Okehampton Celebrates in the Park** – Consideration was given to quotations and information received.

It was **RESOLVED** to suspend Standing Order 3 (bb) to permit extension of the meeting following a proposal by Cllr Yelland, seconded Cllr Marsh.

On the proposition of Cllr Marsh, seconded Cllr Matravers, the following was **RESOLVED**:

- Hire of a marquee from Devon Marquees at the cost of £2,040, that being on the basis of best value.
- The appointment of Guy Cracknell Graphic Design to design and provide the timeline at the cost of up to £1,950. No further quotations had been sought as this was a specialist project.
- Appointment of ESP Security at £11.66 p/hour to provide overnight security for the marquee.
- That the Clerk obtain a separate insurance policy through the Council's agent to cover the event at the estimate cost of £200-£300.
- Order of a copy of the Charter from the Heritage Centre at the cost of £36
- Purchase of 3 x square cakes and a large tray bake cake.
- Town Council activity, being a cross stitch, at approximately £60.

On the proposition of Cllr Marsh, seconded Cllr Botton it was **RESOLVED** that the Town Council would pay for the Marquee, the timeline that would then become a Town Council asset, copy of the Charter and the activity. Okehampton Hamlets Parish Council to be asked to contribute 50% of all other costs including any incidental items and a grant to cover some of the costs paid for by the Town Council to be requested from Okehampton United Charity.

Clerk

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

The Chairman closed the meeting at 9.05pm.

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**Cllr Yelland  
Chairman**