

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 19th June 2023 at 7.05pm in the Council Chamber, Town Hall, Okehampton**

Committee Members Present: Councillor J Yelland (Chairman)
Councillor B Tolley (Vice-Chairman)
Councillor A Fisher (Mayor)
Councillor C Holt (Chairman, Parks)
Councillor T Leech (Chairman, Planning)
Councillor L Bird
Councillor C Marsh
Councillor S Weekes

Other Members Present: Councillor R Colman

In Attendance: Mrs E James (Town Clerk)
6 Members of the public

Action

- 68 **Apologies for Absence** – Apologies tendered by Cllr Wood (personal) were **approved** on the proposition of Cllr Tolley, seconded Cllr Marsh.
- 69 **Declarations of Interest** – Cllr Leech declared an interest in Min Ref 74.9 and Cllr Holt in Min Ref 74.10.
- 70 **Public Participation** – A member of the public spoke about the award of grants to the Carnival Committee and requested consideration be given to them being given exemption from the application process due to a previous agreement and because Okehampton United Charity (OUC) no longer needed to apply for a grant for the running of the allotments. Cllr Yelland explained there was a statutory duty placed on Councils in relation to the provision of allotments which was the reason the OUC were no longer required to apply for a grant for this purpose, but their request would be investigated.
- A member of the public requested information about climate change/action and provided contact details.
- 71 **Members' Questions** – None
- 72 **Minutes** – On the proposition of Cllr Fisher, seconded Cllr Tolley, it was **RESOLVED** to approve the minutes of the meeting held on 17th April 2023, which were signed by Cllr Yelland.
- 73 **Grant Feedback** – Feedback received from **1st Okehampton Scout Group** for a grant of £237.50 awarded in March 2023 towards the renewal of smoke alarms and heat detectors, and safety testing of equipment was noted.
- (A member of the public left the meeting)
- 74 **Grant Applications**
- 74.1 **Okey Music Day** - A proposition by Cllr Weekes to award a grant of £1,000 towards the costs of the event on 16th July 2023 was not carried.
- On the proposition of Cllr Marsh, seconded Cllr Colman it was **RESOLVED** to award a grant of £500 towards the costs of the event on 16th July 2023.

Clerk

Clerk

Clerk

74.2 Museum of Dartmoor Life and Tourist Information Facility - On the proposition of Cllr Leech, seconded Cllr Colman it was **RESOLVED** to award a grant of £3,500 towards the maintenance of the museum and £1,500 to assist with the running of the tourist information facility.

74.3 Okehampton Carnival - On the proposition of Cllr Marsh, seconded Cllr Holt it was **RESOLVED** to award a grant of £1,000 towards the cost of the event.

74.4 Tor Support - On the proposition of Cllr Weekes, seconded Cllr Leech it was **RESOLVED** to award a grant of £3,000 to fund 60 counselling sessions.

74.5 Wren Music - On the proposition of Cllr Marsh, seconded Cllr Bird it was **RESOLVED** to award a grant of £500 towards events celebrating Wren Music's 40th Anniversary.

74.6 Okehampton Excelsior Silver Band On the proposition of Cllr Fisher, seconded Cllr Weekes, it was **RESOLVED** to award a grant of £490 for the purchase of Carol books and music folders.

74.7 Okehampton United Ecclesiastical Charity On the proposition of Cllr Marsh, seconded Cllr Leech, it was **RESOLVED** to award a grant of £500 towards the upkeep of the Town Clock.

74.8 Poppy Appeal 2023 – On the proposition of Cllr Tolley, seconded Cllr Colman, it was **RESOLVED** to approve the donation of £50 for a wreath for the 2023 Remembrance Service.

(Cllr Leech left the meeting for the following item)

74.9 Okehampton Friendship Group - On the proposition of Cllr Fisher, seconded Cllr Marsh, it was **RESOLVED** to award a grant of £300 towards the cost of room hire and light refreshments.

(Cllr Holt left the room for the following item)

74.10 Friends of Okehampton Library - On the proposition of Cllr Marsh, seconded Cllr Bird it was **RESOLVED** to award a grant of £320 towards the provision of a Book Festival.

(Cllr Holt returned to the meeting)

75 Policies and Documents -

75.1 Policies - On the proposition of Cllr Tolley, seconded Cllr Bird, it was **RESOLVED** to recommend the Work Experience Policy to Full Council following staff consultation.

(Cllr Marsh briefly left the meeting and returned with Cllr Leech)

The Clerk queried and confirmed that Cllr Colman was not a member of the Committee. The following previously made resolutions that had been proposed or seconded by Cllr Colman were reconsidered as follows, the result of other proposals would not have been affected by the additional vote:

Min Ref 74.1 - **Okey Music Day** - On the proposition of Cllr Marsh, seconded Cllr Tolley, it was **RESOLVED** to award a grant of £500 towards the cost of the event on 16th July 2023.

Clerk

Min Ref 74.2 - **Museum of Dartmoor Life and Tourist Information Facility** - On the proposition of Cllr Leech, seconded Cllr Marsh, it was **RESOLVED** to award a grant of £3,500 towards the maintenance of the museum and £1,500 to assist with the running of the tourist information facility.

Min Ref 74.8 - **Poppy Appeal 2023** – On the proposition of Cllr Tolley, seconded Cllr Bird, it was **RESOLVED** to approve the donation of £50 for a wreath for 2023 Remembrance Service.

On the proposition of Cllr Bird, seconded Cllr Tolley, it was **RESOLVED** to recommend the Business Continuity Plan to Full Council for adoption noting that the contractor's appendix was to be updated.

Clerk

75.2 Terms of Reference - On the proposition of Cllr Tolley, seconded Cllr Fisher, it was **RESOLVED** to recommend the following Terms of Reference to Full Council for adoption:

Clerk

- Policy & Resources Committee
- Personnel Sub Committee

76 Finances

76.1 The Clerk reported Cllr Wood, who was not present, had emailed to advise the most recent bank reconciliation was yet to be completed. A report would be provided by Cllr Wood at the next meeting of the Committee.

76.2 On the proposition of Cllr Marsh, seconded Cllr Tolley, it was **RESOLVED** to approve the management accounts, as circulated, for months ended 31 March 2023 (month 12) and 30th April 2023 (month 1).

76.3 Cllr Marsh requested an update on responsibility for the maintenance of the Market Street public toilets to which the Clerk advised a response was awaited from WDBC.

On the proposition of Cllr Tolley, seconded Cllr Weekes, it was **RESOLVED** to approve the schedule of payments.

77 **Mobile Phone** – The Committee noted the contract agreed was no longer available and a standard rate pay as you use SIM card with no contract had been obtained in its place, the phone having been given to the Council by Cllr Tolley.

77 Reports of Council Working/Task & Finish Groups –

77.1 Investment – No meeting had been held. Opening of an account with the CCLA was being progressed following recent approval of the signatories by Full Council.

77.2 Okehampton Celebrates in the Park – The Clerk reported the Timeline had been completed and received as had the council's project. Okehampton United Charity and Okehampton Hamlets Parish Council were providing their own individual projects, and there would be a history table in the marquee. A meeting to finalise arrangements was being held on 27th June 2023.

77.3 80th Celebration of D-DAY in 2024 – A meeting would be arranged after the Okehampton Celebrates in the Park event had been held.

78 Members' Reports and Requests for Agenda Items –

78.1 Citizens Advice – Cllr Yelland advised she had not recently received an update and was awaiting an impact statement.

78.2 DALC Larger Councils Sub-Committee – Cllr Yelland and the Clerk were attending a meeting on 22nd June.

78.3 **Fairtrade** – No report.

78.4 **Police Council Advocate Scheme, Northern Links and Okehampton Matters** - Cllr Yelland reported that a North and South joint meeting was taking place later in the month.

(All members of the public left the meeting)

79 **On the proposition of Cllr Leech, seconded Cllr Holt 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.**

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

A proposition by Cllr Marsh, seconded Cllr Holt, that Caretakers collect Coffee Morning hire fees if necessary was not carried.

The Chairman closed the meeting at 7.55pm

Cllr Yelland
Chairman