

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting  
held on Monday 13<sup>th</sup> November 2023 at 7.00pm in the Council Chamber,  
Town Hall, Okehampton**

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

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

**Action**

- 364 **Apologies for Absence** – None
- 365 **Declarations of Interest**  
Cllr Fisher declared a personal interest in Min Ref 370.3  
Cllr Marsh declared a personal interest in Min Ref 370.2 and 370.3  
Cllr Leech declared a personal interest in Min Ref 370.5
- 366 **Public Participation** – None
- 367 **Members' Questions** – None
- 368 **Minutes** – On the proposition of Cllr Leech, seconded Cllr Tolley, it was **RESOLVED** to approve the minutes of the meeting held on 11<sup>th</sup> September 2023, which were signed by Cllr Yelland.
- 369 **Grant Feedback** – Feedback received from the following groups was noted:
- **Okehampton Excelsior Silver Band** for the grant of £490 awarded in June 2023
  - **Friends of St James School** for the grant of £200 awarded in May 2022
  - **Friends of Okehampton Library** for the grant of £320 awarded in June 2023
  - **Community Links SW** for the grant of £2,250 awarded in July 2022
  - **Made-Well CIC** for the grant of £500 awarded in January 2023
- 370 **Grant Applications**
- 370.1 **Okehampton Rugby Football Club** – Cllr Yelland reported the Club was a limited company and therefore not eligible to apply for a Town Council grant.
- 370.2 **Meldon Viaduct Trust** - On the proposition of Cllr Leech, seconded Cllr Colman (1 abstention), it was **RESOLVED** to award a grant of £500 towards the essential repairs and maintenance fund.
- 370.3 **Everything Okehampton** – It was noted the application had been received prior to the event in July. On the proposition of Cllr Bird, seconded Cllr Holt, (2 abstentions) it was **RESOLVED** to award a grant totalling £3,400; £1,400 as a third contribution towards the Celebrations in the Park in July 2023 and £2,000 towards the cost of the Christmas light erection and dismantling.
- 370.4 **Simmons Bowling Club** - On the proposition of Cllr Colman, seconded Cllr Bird, it was **RESOLVED** to award a grant of £382.20 towards the cost of a countertop glasswasher.

370.5	<b>Okehampton District Community Transport Group</b> - On the proposition of Cllr Tolley, seconded Cllr Bird (1 abstention), it was <b>RESOLVED</b> to award a grant of £1,000 towards continuation of the service.	
370.6	<b>Citizens Advice</b> - On the proposition of Cllr Tolley, seconded Cllr Fisher, it was <b>RESOLVED</b> to award a grant of £5,000 towards the continued work in Okehampton.	Clerk
371	<b><u>Policies and Documents</u></b> - On the proposition of Cllr Colman, seconded Cllr Fisher, it was <b>RESOLVED</b> to recommend the Asbestos Management Plan to Full Council.	
	On the proposition of Cllr Bird, seconded Cllr Colman, it was <b>RESOLVED</b> to recommend the Developer Engagement Policy to Full Council.	
	On the proposition of Cllr Tolley, seconded Cllr Colman, it was <b>RESOLVED</b> to recommend the Freedom of Information Publication Scheme to Full Council.	Clerk
372	<b><u>Town Guide</u></b> - On the proposition of Cllr Weekes, seconded Cllr Bird, it was <b>RESOLVED</b> to progress with publication of a new version of the guide as proposed by Bamboo Publishing at no cost to the council. Councillors to review the content for consideration by the next meeting of the Committee, 15 <sup>th</sup> January 2024.	Cllrs
373	<b><u>2023/24 Pay Agreement</u></b> - On the proposition of Cllr Fisher, seconded Cllr Colman, it was <b>RESOLVED</b> to approve the pay agreement in accordance with the pay scales published by NALC for employees (pro-rata) and the previously circulated report, to be backdated to 1 <sup>st</sup> April 2023.	Clerk
374	<b><u>Annual Subscriptions</u></b> - On the proposition of Cllr Colman, seconded Cllr Leech, it was <b>RESOLVED</b> to approve the circulated list.	Clerk
375	<b><u>Regular Direct Debits, Standing Orders and BACS Transactions</u></b> - On the proposition of Cllr Marsh, seconded Cllr Fisher, it was <b>RESOLVED</b> to approve the circulated list which mainly consisted of utility invoices.	Clerk
376	<b><u>Budget 2024/25</u></b> – The budget and precept setting process was explained by the Clerk. The process commenced in August/September with Budget Workshops open to all Councillors when each line of the budget was scrutinised. Following this each Committee Chairman and the Mayor had received an initial draft for comment which Committees then had opportunities for making amendments before review by Full Council with final resolutions being made in January.	
	Version 2 of the draft was considered, and the Clerk provided additional figures which would be updated prior to the budget meetings.	Clerk
377	<b><u>Finances</u></b>	
377.1	<b><u>Councillor Audits</u></b> – Cllr Marsh reported an audit of the bank reconciliations, online payments, Lloyds Debit Card transactions and petty cash was undertaken earlier that day and were all found to be in order.	
377.2	<b><u>Management Accounts</u></b> - On the proposition of Cllr Fisher, seconded Cllr Tolley, it was <b>RESOLVED</b> to approve the management accounts, as circulated, for months ended 31 <sup>st</sup> August and 30 <sup>th</sup> September 2023 (months 5 and 6).	
377.3	<b><u>Payment Schedule</u></b> – The purchase of hot chocolate on an invoice was queried, the Clerk advised it was one of the refreshments being provided for Edwardian	

Evening. On the proposition of Cllr Marsh, seconded Cllr Bird, it was **RESOLVED** to approve the schedule of payments.

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

**378.1 80<sup>th</sup> Celebration of D-DAY in 2024** – Feedback from a meeting held on 5<sup>th</sup> October 2023 had been reported to Full Council who had resolved a budget for the event. The next meeting was on 5<sup>th</sup> December.

**378.2 Emergency Plan** – The Assistant Clerk was working on the draft document, a meeting would be held when it was ready for review.

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

**379.1 Citizens Advice** – Cllr Yelland advised the impact assessment and annual report had been previously circulated.

**379.2 DALC Larger Councils Sub-Committee** – Cllr Yelland had attended the AGM and Conference on 27<sup>th</sup> September with the Assistant Clerk as the Clerk was unable to attend. There had been presentations from National Association of Local Councils and DCC who talked about their priorities, Team Devon and the Devolution Deal. One of the Devon Deputy Lord Lieutenants had given a presentation. Cllr Yelland had attended a Community Engagement workshop in the afternoon.

A seminar organised by DALC about the Devolution Deal had been held the previous week when an update on the project and process had been provided. Devon had been selected along with 3 other areas of the Country as a pilot without a directly elected mayor. There would still be 3 tiers of councils. DALC was keen for town and parish councils to have a say.

**379.3 Fairtrade** – No meetings had been held.

**379.4 Police Council Advocate Scheme, Northern Links and West Devon Matters -** Cllr Yelland reported a West Devon Matters meeting was being held on Wednesday and Northern Links was likely to become an annual meeting. She had attended a Police advocate seminar about preventing serious violence, an overview of the prevention programme and new duty.

**379.5 Twinning** – Full Council to be requested to resolve to move the Twinning and Ukraine Support Groups feedback to committees that nominated Councillors were part of.

**379.6 Okehampton Ukraine Support Group -** No report

**380 On the proposition of Cllr Leech, seconded Cllr Fisher 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.**

**381 Outstanding Balances** – The list of outstanding balances was noted, action being taken in relation to debtors was reported by the Clerk.

**382 Staffing Matters** – Recommendations from the Personnel Sub-Committee who had met prior to this meeting and as set out in a report to the Sub-Committee were considered.

Clerk

On the proposition of Cllr Tolley, seconded Cllr Colman, it was **RESOLVED** to approve recommendation 1.

On the proposition of Cllr Bird, seconded Cllr Marsh, it was **RESOLVED** to approve recommendation 2.

Clerk

On the proposition of Cllr Marsh, seconded Cllr Fisher, it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 8.25pm

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**Cllr Yelland**  
**Chairman**