

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 11th September 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 C Holt (Chairman, Parks)
Councillor T Leech (Chairman, Planning)
Councillor L Bird
Councillor C Marsh
Councillor S Weekes

Other Members Present:

In Attendance: Mrs E James (Town Clerk)

Action

- 273 **Apologies for Absence** – Apologies tendered by Cllr Wood (personal) were **approved** on the proposition of Cllr Tolley, seconded Cllr Fisher.
- 274 **Declarations of Interest** – Cllr Marsh declared a personal interest Min Ref 280.3 being a member of Everything Okehampton.
- Cllr Leech declared a personal interest in Min Ref 278 being Chair of Trustees to Okehampton Community Transport Group.
- 275 **Public Participation** – None
- 276 **Members' Questions** – None
- 277 **Minutes** – On the proposition of Cllr Marsh, seconded Cllr Fisher, it was **RESOLVED** to approve the minutes of the meeting held on 17th July 2023, which were signed by Cllr Yelland.
- 278 **Grant Feedback** – Feedback received from the following groups was noted:
- **Okey Music Day** for the grant of £500 awarded in June 2023
 - **Okehampton Rugby Football Club** for the grant of £500 awarded in March 2022
 - **Okehampton Table Tennis Club** for the grant of £500 awarded in August 2022
 - **Wren Music** for the grant of £200 awarded in October 2022
 - **Okehampton & District Community Transport Group** for the grant of £1,000 awarded in October 2022
 - **Citizens Advice Torridge, North Mid & West Devon** for the grant of £5,000 awarded in October 2022
 - **Okehampton Friendly Circle** for the grant of £500 awarded in March 2023
 - **Okehampton Community Dance Project** for the grant of £494 awarded in June 2023
 - **Immersion in the Community CIC** for the grant of £500 awarded in November 2022
 - **Okehampton Carnival Committee** for the grant of £1,000 awarded in June 2023
 - **Okement Rivers Improvement Group** for the grant of £500 awarded in October 2022

279	<u>Policies and Documents</u> -	
279.1	On the proposition of Cllr Tolley, seconded Cllr Fisher, it was RESOLVED to recommend the following policies to Full Council with amendments as noted: <ul style="list-style-type: none"> • Accident and Incident Reporting Policy & Procedure • Biodiversity Duty Policy – including an amendment removing a bullet point. • Co-Option Policy • Grant Policy – including an amendment adding words to the effect the policy comes into force for 2024/25 onwards. • Workplace Stress Management Policy 	Clerk
279.2	On the proposition of Cllr Marsh, seconded Cllr Tolley, it was RESOLVED to recommend the following policies, which had been reviewed by the Parks Committee, to Full Council, the Outdoor Area Inspection Policy having been deferred: <ul style="list-style-type: none"> • Cemetery Fees for 2024-25 • Cemetery Rules and Regulations Policies • Simmons Park Memorial Management Policy • Snow and Ice Management Policy 	Clerk
280	<u>Finances</u>	
280.1	Councillor Audits – A report from Cllr Wood was not available.	
280.2	Management Accounts - On the proposition of Cllr Fisher, seconded Cllr Weekes, it was RESOLVED to approve the management accounts, as circulated, for months ended 30 th June and 31 st July 2023 (months 3 and 4).	
280.3	Payment Schedule - On the proposition of Cllr Weekes, seconded Cllr Bird (1 abstention), it was RESOLVED to approve the schedule of payments.	
280.4	Training Budget – On the proposition of Cllr Leech, seconded Cllr Fisher, it was RESOLVED to approve the Clerks request to book a First Aid course for all employees which would exceed the training budget.	Clerk
280.5	2024/25 Budget – A budget workshop had been held on 29 th August 2023. It was commented the impact of pay negotiations for the current financial year was not yet known, therefore it was difficult to budget for salaries in 2024/25.	
281	<u>Valuations</u> – The 4 yearly valuation of Regalia, Silverware and Paintings for insurance purposes was taking place on 20 th September. On the proposition of Cllr Tolley, seconded Cllr Marsh it was RESOLVED to obtain valuations for both loss and replacement following which the Committee would consider which values to insure against.	Clerk
282	<u>Reports of Council Working/Task & Finish Groups</u> –	
282.1	Investment – There were no funds remaining in the Investment Earmarked Reserve, the balance having been transferred to the Charter Hall Roofing project. Full Council to consider closure of the working group.	Clerk
282.2	Okehampton Celebrates in the Park – A financial report was provided. Full Council to consider closure of the working group.	Clerk
282.3	80th Celebration of D-DAY in 2024 – Meeting arranged for 5 th October 2023.	
282.4	Emergency Plan – Meeting arranged for 19 th September.	
283	<u>Members' Reports and Requests for Agenda Items</u> –	
283.1	Citizens Advice – Cllr Yelland was awaiting an update.	

- 283.2 DALC Larger Councils Sub-Committee** – Cllr Yelland and the Assistant Clerk were attending the AGM and Conference on 29th September.
- 283.3 Fairtrade** – No report
- 283.4 Police Council Advocate Scheme, Northern Links and West Devon Matters -**
Cllr Yelland reported:
- 31st July - Meeting with the Police and Crime Commissioner about the reopening of Okehampton Police Station front desk for which Police Enquiry Officers were being recruited. The front desk would be open by March 2024 at the latest.
 - 27th July – Keeping Okehampton Safe Facebook Group public meeting with members of the Police Neighbourhood team was well attended. A positive meeting, the issues raised being mainly societal. Comments relevant in particular to the Town Council being suggestions that seating and a shelter be provided at the skate park, and provision of a free basketball court. It was hoped meetings would continue to be held.
 - 6 September – West Devon Matters meeting. A report from Police demonstrating the value of CCTV and its impact had been requested.
 - The source of the camera in Exeter Road was still not known.
- 283.5 Twinning** – No report
- 283.6 Oke Ukraine Support Group** - No report
- 284** **On the proposition of Cllr Fisher, seconded Cllr Weekes 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.**
- 285** **Outstanding Balances** – The list of outstanding balances was noted, action being taken in relation to one debtor was reported by the Clerk. Clerk
- 286** **Staffing Matters** - On the proposition of Cllr Marsh, seconded Cllr Leech, it was **RESOLVED** to agree to a request from a tenant that the Council clean the property on a weekly basis for the considered fee and arrangements. Clerk

On the proposition of Cllr Fisher, seconded Cllr Weekes, it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 8.05pm.

Cllr Yelland
Chairman