

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 15th January 2024 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 L Bird
Councillor S Weekes

In Attendance: Mrs E James (Town Clerk)

	Action
516 <u>Apologies for Absence</u> – Apologies tendered by Cllr Leech (health), and Cllr Marsh (personal) were approved on the proposition of Cllr Fisher, seconded Cllr Colman.	
517 <u>Declarations of Interest</u> – None	
518 <u>Public Participation</u> – None	
518 <u>Members' Questions</u> – None	
520 <u>Minutes</u> – On the proposition of Cllr Weekes, seconded Cllr Holt, it was RESOLVED to approve the minutes of the meetings held on 13 th and 20 th November 2023, to be signed by Cllr Yelland.	
521 <u>Grant Feedback</u> – Feedback received from the following group was noted: <ul style="list-style-type: none"> • Okehampton & District Community Transport Group for a grant of £1,000 awarded in November 2023 	
522 <u>Town Guide</u> – On the proposition of Cllr Colman, seconded Cllr Bird it was RESOLVED that a revised guide be progressed and approved by the Clerk incorporating amendments suggested by Councillors.	Clerk
523 <u>Policies and Documents</u> -	
523.1 On the proposition of Cllr Holt, seconded Cllr Colman, it was RESOLVED to recommend following policies to Full Council: <ul style="list-style-type: none"> • Expense Policy • Outdoor Area Inspection Policy 	Clerk
523.2 On the proposition of Cllr Bird, seconded Cllr Colman, it was RESOLVED to recommend the Flexible Working Policy to Full Council following staff consultation.	Clerk
524 <u>2024/25 Budget and Precept</u> – On the proposition of Cllr Tolley, seconded Cllr Fisher, it was RESOLVED to recommend the draft budget and precept to Full Council for approval.	Clerk
525 <u>Finances</u>	
525.1 <u>Councillor Audits</u> – Cllr Marsh had confirmed by email that an audit of the bank reconciliations, online payments, Lloyds Debit Card transactions and petty cash had been undertaken on 9 th January 2024 and were found to be in order.	

- 525.2 Management Accounts** - On the proposition of Cllr Tolley, seconded Cllr Fisher, it was **RESOLVED** to approve the management accounts, as circulated, for months ended 31st October and 30th November 2023 (months 7 and 8).
- 525.3 Payment Schedule** – On the proposition of Cllr Fisher, seconded Cllr Colman, it was **RESOLVED** to approve the schedule of payments.
- 526 Reports of Council Working/Task & Finish Groups** –
- 526.1 80th Celebration of D-DAY in 2024** – Cllr Bird reported the group had met in early December, plans were progressing, and grant applications being made to assist with costs. The next meeting was on 30th January.
- 526.2 Emergency Plan** – A meeting to progress the Council’s Emergency Plan was to be arranged.
- 527 Members’ Reports and Requests for Agenda Items** –
- 527.1 Citizens Advice** – Cllr Yelland had no information to report.
- 527.2 DALC Larger Councils Sub-Committee** – Cllr Yelland and the Clerk had attended a meeting on 16th November 2023. The main items related to Martyn’s Law legislation and implementation of measures to help prevent terrorism, and concern relating to the devolution of responsibilities to town and parish councils from upper tier council and the impact on budgets.
- 527.3 Devon Climate Emergency Group** – Cllr Bird had not received any information.
- 527.4 Fairtrade** – Cllr Weekes advised a meeting was taking place later in the month.
- 527.5 Police Council Advocate Scheme, Northern Links and West Devon Matters** - Cllr Yelland advised reports and information received from the Police Council Advocate Scheme were being circulated as received. No Northern Links meetings had been held – possibly now combined with West Devon Matters meetings which incorporated the whole Borough. A meeting had been held on 15th November 2023 when a CCTV value for money report had been requested by Cllr Yelland. Crime rates in West Devon were the lowest in country.
- 528 On the proposition of Cllr Fisher, seconded Cllr Colman 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.**
- 529 Outstanding Balances** – The list of outstanding balances and action being taken in relation was reported by the Clerk. On the proposition of Cllr Yelland, seconded Cllr Colman, further action and information for consideration was **RESOLVED**.
- 530 Staffing Matters** – The Clerk provided a brief update on the health of a member of staffing following a meeting of the Personnel Sub-Committee.

On the proposition of Cllr Yelland, seconded Cllr Fisher, it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 7.40pm.