

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 15th April 2024 at 7.00pm in the Council Chamber,
Town Hall, Okehampton**

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

In Attendance: Mrs E James (Town Clerk)

		Action
705	<u>Apologies for Absence</u> – Apologies tendered by Cllr Bird (health) were approved on the proposition of Cllr Colman, seconded Cllr Tolley.	
706	<u>Declarations of Interest</u> – None	
707	<u>Public Participation</u> – None	
708	<u>Members’ Questions</u> – None	
709	<u>Minutes</u> – On the proposition of Cllr Colman, seconded Cllr Weekes, it was RESOLVED to approve the minutes of the meeting held on 11 th March 2024 to be signed by Cllr Yelland.	
710	<u>Grant</u> feedback received from Okehampton Men’s Hockey Club for a grant of £500 awarded in July 2022 was noted.	
711	<u>Policies and Documents</u> -	
711.1	<u>Policies</u> - On the proposition of Cllr Tolley, seconded Cllr Weekes, it was RESOLVED to recommend following policies to Full Council including amendments: <ul style="list-style-type: none"> • Document Retention Policy • Safeguarding Policy • Town Centre Grant Initiative Policy • Whistleblowing Policy • Work Experience Policy 	Clerk
711.2	<u>Okehampton Town Youth Council (OTYC)</u> – On the proposition of Cllr Colman, seconded Cllr Weekes, it was RESOLVED to recommend following policies to Full Council, and consideration of OTYC: <ul style="list-style-type: none"> • Constitution • Code of Conduct • Data Protection Policy • Equal Opportunities Policy • Health and Safety Policy • Safeguarding Policy 	Clerk
712	<u>Finances</u>	
712.1	<u>Councillor Audits</u> – Cllr Marsh confirmed an audit of the bank reconciliations, online payments, Lloyds Debit Card transactions and petty cash had been undertaken the previous week.	

- 712.2 Management Accounts** – On the proposition of Cllr Fisher, seconded Cllr Colman, it was **RESOLVED** to approve the management accounts, as circulated, for month ended 29th February 2024 (month 11).
- 712.3 Investments** – Investments and interest rates were reviewed.
- 712.4 Payment Schedule** – Cllr Fisher declared an interest in relation to an expense payment on the schedule. It was noted the insurance costs related to all elements of the Councils insurance for 2024/25 previously approved by Full Council.
- On the proposition of Cllr Weekes, seconded Cllr Colman, it was **RESOLVED** to approve the schedule of payments.
- 713 Reports of Council Working/Task & Finish Groups** –
- 713.1 80th Celebration of D-Day in 2024** – A meeting had been held on 2nd April, the next was on 29th April. A poster had been produced and was being distributed, plans were progressing.
- 713.2 Emergency Plan** – A draft document had been prepared for consideration of Full Council on 22nd April.
- 714 Members' Reports and Requests for Agenda Items** –
- 714.1 Citizens Advice** – Cllr Yelland had no report to make.
- 714.2 DALC Larger Councils Sub-Committee** – There had been no recent meeting to report on.
- 714.3 Devon Climate Emergency Group** – No report
- 714.4 Fairtrade** – Cllr Weekes had been unable to attend due to ill health.
- 714.5 Police Council Advocate Scheme, Northern Links and West Devon Matters** – There had not been a Police Advocate meeting, it was hoped the Links meetings would be reestablished later in the year and a West Devon Matters meeting was being held later in the week.
- 715** On the proposition of Cllr Tolley, 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.
- 716 Outstanding Balances** – The list of outstanding balances, action being taken and a concern in relation to potential non-payment by a debtor was reported.
- 717 Staffing Matters**
- 717.1 Pay Review** - On the proposition of Cllr Weekes, seconded Cllr Fisher, it was **RESOLVED** to approve a recommendation from the Personnel Sub-Committee (Minute Ref 699.5) that a one scale point pay increase be awarded to a member of staff as outlined in the report in recognition of the exemplary work consistently over and above that within the job description. Effective from 1st May 2024.
- 717.2 Groundsperson** – A request to reduce working hours had been withdrawn and no further action was required.
- 717.3 Caretaker Role** – On the proposition of Cllr Colman, seconded Cllr Weekes, it was **RESOLVED** to approve a recommendation from the Personnel Sub-

Clerk

Committee to advertise, if required, a Caretaker vacancy on a fixed term 14-hour p/week contract to cover sick leave. A three-month probationary period and the same conditions as other members of staff. Employment to commence in September when the Charter Hall reopens until the return of the other member of staff.

Recruitment Panel to consist of the Chairmen of the Policy & Resources and Property Committees, or Vice-Chairman if unavailable, and the Clerk.

Clerk

717.4 Workload Concerns/Additional Staff/Evaluations – Recommendations of the Personnel Sub-Committee were considered and on the proposition of Cllr Leech, seconded Cllr Fisher, it was **RESOLVED** to recommend to Full Council:

- That no new projects or services unless essential are approved to limit further pressures of existing staff and that any proposals include full consideration of resources required, including staff time and budget.
- The employment of an additional member of staff initially on a fixed term 2-year contract in the role of Facilities/Property Manager, or similar, for a minimum of 26 hours p/week.
- Review of all job descriptions and evaluation to facilitate the new role

Clerk

On the proposition of Cllr Weekes, seconded Cllr Colman, it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 8pm.

Cllr Yelland, Chairman