

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 12th May 2025 at 7pm in the Council Chamber,
Town Hall, Okehampton**

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

In Attendance: Mrs E James (Town Clerk)

Action

- 744 **Apologies for Absence** – None
- 745 **Declarations of Interest** – None
- 746 **Public Participation** – None
- 747 **Members' Questions** – Cllr Tolley thanked the Council, particularly Mrs Horn and Mr McGahey, for the provision of the flags in Fore Street for VE Day and leaving them for Ten Tors.
- 748 **Minutes** – On the proposition of Cllr Colman, seconded Cllr Tolley, it was **RESOLVED** to approve the minutes of the meetings held on 17th and 31st March 2025 which were signed by Cllr Yelland.
- 749 **Town Council Grant Feedback**
- 749.1 **Grant Feedback** – Feedback received from grant recipients was noted:
- a) **All Saints, Okehampton Church Hall** for the grant of £500 awarded in June 2024
 - b) **Okehampton District Community Transport Group** for the grant of £750 awarded in November 2024
 - c) **Okehampton Voices** for the grant of £340 awarded in November 2024
 - d) **Tor Support Services** for the grant of £3,000 awarded in June 2024
- (Cllr Weekes arrived)
- 749.2 **Town Centre Business Grant Feedback** – Feedback received from grant recipients was noted:
- a) **Okehampton Arcade Trust** for the grant awarded in November 2024
 - b) **Edgemoor Properties Ltd** for the grant awarded in January 2025
- 750 **Okehampton Town Youth Council** – The Youth Council had nominated a person to receive a Mayors Award, some Youth Councillors would be attending the Annual Council Meeting and Mayor Choosing event. They were meeting with the CEO of the DMAT in June. An expression of thanks for their work was made.
- 751 **Policies and Documents** - On the proposition of Cllr Fisher, seconded Cllr Colman, it was **RESOLVED** to recommend the Asset and Service Transfer Policy to Full Council.

On the proposition of Cllr Weekes, seconded Cllr Fisher, it was **RESOLVED** to recommend the Body Worn CCTV Policy & Operational Procedural Guidance to Full Council.

On the proposition of Cllr Weekes, seconded Cllr Leech, it was **RESOLVED** to recommend the Body Worn CCTV Privacy Impact Statement to Full Council.

On the proposition of Cllr Tolley, seconded Cllr Bird, it was **RESOLVED** to recommend the Fire Safety Policy to Full Council.

On the proposition of Cllr Marsh, seconded Cllr Bird, it was **RESOLVED** to recommend Standing Orders to Full Council and to feedback to NALC that the coloured bullet points depicting the type of meeting were not clear.

Clerk

752 Finance and Governance

752.1 2024/25 Year End Internal Audit – Year end internal audit report and certificate were noted.

752.2 Councillor Audits – Cllr Marsh reported the audit of the bank reconciliations, online payments and Lloyds Debit Card transactions for April 2025 had not yet been completed.

752.3 Management Accounts – On the proposition of Cllr Fisher, seconded Cllr Colman, it was **RESOLVED** to approve the management accounts, as circulated, for months ended 28th February (month 11) and 31st March 2025 (month 12).

752.4 Investments – Investments and interest rates were reviewed and noted along with the distribution of council funds across different financial institutions in accordance with the Council's Treasury and Investment Policy and Strategy.

The Clerk advised that the Tamar Investments, a long-term agreement, held by the Council were classed as an Asset in accordance with the requirements of the Practitioners' Guide.

752.5 Payment Schedule – Cllr Marsh declared a personal interest in relation to the payment to Miss Ivy for VE Day. Cllr Leech queried the purchase of concrete from Amazon, this being a small container of specialised concrete for the skatepark.

On the proposition of Cllr Bird, seconded Cllr Hart (1 abstention), it was **RESOLVED** to approve the schedule of payments, the BACS amount of which totalled £7,672.53.

753 Reports of Council Working/Task & Finish Groups –

753.1 VE Day 80th Anniversary, 8 May 2025 – Congratulations to all involved in the work that was put into the event and the event itself in Simmons Park which was very successful. The weather was good, the Council/Museum display were excellent as was the flyover, and it was well attended by people of all ages.

754 Members' Reports and Requests for Agenda Items –

754.1 Citizens Advice – Cllr Leech had no report to give but had received a schedule of meetings.

754.2 DALC Larger Councils Sub-Committee – A meeting about Devolution and Local Government Review had been held on 1st April. A page about devolution had been added to the DALC website.

A list of principle responses outlining what parish and town councils wanted included:

- Clear communication and timeframes
- Funding to deliver services which could include staffing costs

- Meaningful two way consultations
- County Council to appoint a named liaison officer for clerks to contact
- Identification of training needs

754.3 Devon Climate Emergency Group – Cllr Bird had no update to report.

754.4 Fairtrade – Cllr Weekes reported that a Coffee Morning was being held in Fairplace Church on 17th May and a Quiz on 16th May.

754.5 Museum of Dartmoor Life – The Museum had been involved with the VE Day event, and a Trustees meeting was being held on 13th May which would include discussion about the Castle.

754.6 Police Council Advocate Scheme, Northern Links and West Devon Matters
Cllr Yelland advised she was no longer able to attend the Police Advocate Scheme meetings and emails were being sent to the Clerk.
Nothing Links – no update
The last West Devon Matters meeting had been cancelled, the next meeting was on the same day as the Councils Annual Meeting and Mayor Choosing event and she was therefore unable to attend.

755 On the proposition of Cllr Weekes, seconded Cllr Bird 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.

756 Outstanding Balances – The Clerk advised the situation in relation to the list of outstanding balances as of the 12th May 2025 including attempts made to recover an outstanding debt. Charge of an admin fee for overdue invoices to be considered within the next review of Financial Regulations.

Clerk

Cllr Yelland advised that with the Clerk she had reviewed the lease relating to a previously outstanding invoice, which had since been paid. The yearly rent was 2 peppercorns, the value not being stipulated in the lease.

757 IT Security - On the proposition of Cllr Marsh, seconded Cllr Colman, it was **RESOLVED** to accept the recommendation and quotation of £1,957.20 for additional security measures to protect against cyber-attacks targeting Microsoft 365 accounts.

Clerk to research free cyber security training for councillors.

Clerk

The summary of the cyber risk assessment report undertaken by the council's insurer in March 2025 was noted.

758 Urgent Item – Cllr Hart declared a personal interest.

The Clerk outlined recent incidents, both in Simmons Park and the Office, which had instigated the reintroduction of use of Body Worn CCTV by parks staff.

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