



Okehampton Town Council

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**Minutes of a Okehampton Town Council Policy & Resources Committee Meeting
held on 21st July 2025 at 7pm in the Council Chamber, Town Hall, Okehampton**

Members Present:

Cllr J Yelland (Chairman)
Cllr B Tolley (Vice-Chairman)
Cllr L Bird
Cllr A Fisher
Cllr C Marsh

Cllr R Colman (Mayor)
Cllr T Leech (Chairman, Planning)

In Attendance: Mrs E James (Town Clerk)

150. Apologies for Absence

On the proposition of Cllr Colman and seconded by Cllr Tolley it was **RESOLVED** to accept apologies from Cllr Hart (prior commitment), Cllr Weeks (illness).

151. Declarations of Interest

Cllr Marsh declared personal interests in Min Ref 155.2 and 155.3
Cllr Bird declared a personal interest in Min Ref 155.1 d)
Cllr Leech declared personal interests in Min Ref 155.1 e) and g)
Cllr Fisher declared personal interests in Min Ref 155.1 c), 155.2 and 158.6
Cllr Tolley declared a personal interest in Min Ref 155.2

152. Public Participation

None

153. Members' Questions

The Clerk responded to a query about the reason the business grant initiative had not been included on the agenda, advising that she had been unable to contact the relevant Officer at WDBC or find it on their website in time for it to be included.

154. Minutes

On the proposition of Cllr Fisher, seconded Cllr Colman, it was **RESOLVED** to approve minutes of the Policy & Resources Committee meetings held on 12th, 19th May 2025 and 9th June 2025.

155. Town Council Grants

155.1 Grant Applications

a) **All Saints Church Hall** - On the proposition of Cllr Marsh, seconded Cllr Leech, it was **RESOLVED** to defer consideration of the application for a grant of £500 towards the cost of a commercial dishwasher, purchase and installation until the end of the current financial years grant process. This was because a grant of £500 for this project had been awarded the previous year.

b) DYS Space (Room 13) - On the proposition of Cllr Colman, seconded Cllr Marsh it was **RESOLVED** to award a grant of £300 towards purchase of items to refurbish the garden area.

c) Hospiscare - On the proposition of Cllr Colman, seconded Cllr Tolley (1 abstention) it was **RESOLVED** to award a grant of £800 towards funding for an Admiral Nurse.

d) Museum of Dartmoor Life and Tourist Information Point - On the proposition of Cllr Marsh, seconded Cllr Leech (1 abstention) it was **RESOLVED** to award a grant of £3,500 towards running and maintenance costs of the museum only. It was felt that the Tourist Information point was used by businesses to advertise their services and that alternative sources of funding should be sought for this facility.

e) Ockment Centre – On the proposition of Cllr Bird, seconded Cllr Colman (1 abstention) it was **RESOLVED** to award a grant of £4,000 towards staffing costs of the facility.

f) Okehampton Armed Forces Veterans Breakfast Club - On the proposition of Cllr Marsh, seconded Cllr Bird it was **RESOLVED** to award a grant of £300 towards the cost of advertising materials.

g) Okehampton District Transport Group - On the proposition of Cllr Marsh, seconded Cllr Bird (1 abstention) it was **RESOLVED** to award a grant of £1,500 towards the cost of continuation of the transport service.

h) Okehampton Fairtrade Group - On the proposition of Cllr Fisher, seconded Cllr Colman it was **RESOLVED** to award a grant of £90 for room hire, refreshments and speaker fee.

j) Okehampton Hamlets Parish Council - On the proposition of Cllr Colman, seconded Cllr Marsh, it was **RESOLVED** to award a grant of £200 towards refreshments costs of Beating the Bounds in 2025.

k) Tor Support Services - On the proposition of Cllr Tolley, seconded Cllr Fisher, it was **RESOLVED** to award a grant of £5,000 to fund approximately 94 counselling sessions.

l) Transition Town Okehampton On the proposition of Cllr Tolley, seconded Cllr Leech (1 abstention) it was **RESOLVED** not to award a grant towards the cost of training, advertising materials, venue hire and insurance.

155.2 Royal British Legion Poppy Appeal

On the proposition of Cllr Colman, seconded Cllr Leech (2 abstentions) it was **RESOLVED** to approve a donation of £50 towards the 2025 appeal and wreath for the Remembrance Service

155.3 St James' Chapel

On the proposition of Cllr Colman, seconded Cllr Fisher (1 abstention) it was **RESOLVED** to ratify the payment of grant a of £1,000 to St James' Chapel as previously agreed.

156. Okehampton Youth Council

It was commented by Councillors that they were impressed with the Youth Councillors who were doing very well and were a credit to the town. It was suggested they could invite the Mayor of WDBC to meet with them.

The Youth Council had recently met with both the CEO of the Dartmoor Multi-Academy Trust and the Okehampton College Headteacher. A visit planned to WDBC had been postponed to the Autumn as the meeting they were due to attend had been cancelled. They would be attending Okehampton Show with members of staff.

157 Policies and Documents

On the proposition of Cllr Marsh, seconded Cllr Colman it was **RESOLVED** to recommend the Business Continuity Plan to Full Council.

On the proposition of Cllr Marsh, seconded Cllr Tolley it was **RESOLVED** to recommend the Health and Safety Policy covering the whole council to Full Council.

On the proposition of Cllr Fisher, seconded Cllr Colman, it was **RESOLVED** to recommend the Training and Development for Employees and Councillors Policy to Full Council.

On the proposition of Cllr Marsh, seconded Cllr Tolley, it was **RESOLVED** to recommend the Uniform Policy for Employees to Full Council. Clerk to consult with office staff for views on a uniform policy going forwards.

158 Finance and Audits

158.1 Councillor Audits

Cllr Marsh reported upon an audit of the bank reconciliations, online payments and Lloyds Debit Card transactions completed earlier in the day advising there were no issues to raise.

158.2 Management Accounts

On the proposition of Cllr Fisher, seconded Cllr Colman, it was **RESOLVED** to approve the management accounts (as circulated) for months ended 30th April (month 1), 31st May (month 2) and 30th June (month 3) 2025.

158.3 Investments

Financial investments including interest rates and Tamar Energy Community Shares were reviewed.

158.4 Payment Schedule

On the proposition of Cllr Colman, seconded Cllr Tolley it was **RESOLVED** to approve the payment schedule, BACS payments totalling £712.06.

158.5 Lloyds Bank Debit Card

On the proposition of Cllr Tolley, seconded Cllr Fisher, it was **RESOLVED** to approve an additional debit card in the name of the Finance Officer for use in the absence or agreement of the Clerk.

158.6 Carnival Sponsorship

On the proposition of Cllr Colman, seconded Cllr Leech, it was **RESOLVED** to sponsor the remaining three categories of the carnival at the total sum of £75, to be paid from the Grant Budget. The Carnival Committee to be advised that this was a one-off sponsorship and any future requests should be incorporated into a grant application. This would not affect their eligibility to apply to the council for a grant this financial year.

159. IT - Sound and Livestreaming Facility

The OWL sound/video system trialled by the Parks Committee was reviewed. It was commented that the footage and sound had been very clear and was easy to control. Further information to be obtained including the provision for better 'in-room' sound. Security measures and GDPR risk from this and another system suggested by a Councillor to be investigated.

160. Website Accessibility

A report from the website provider in relation to compliance with WCAG 2.2 Level AA was considered. It was noted that the maps on the Simmons Park page had been replaced and were now compliant.

161 Reports of Council Working/Task & Finish Groups

Council Organised Events

There were no events the council was organising apart from the annual Civic Service and Remembrance Parade. A St Georges Day event was being planned by Councillors on a personal basis for which the support of the council would be requested.

162. Members' Reports and Requests for Agenda Items

162.1 DALC, Larger Councils Sub-Committee

No meeting had been held. The annual Conference was being held in October and would be attended by the Chairman of the Policy & Resources Committee and Clerk.

162.2 Fairtrade

No report

162.3 Northern Links

No meeting had been held.

162.4 Police Council Advocate Scheme

The Clerk reported a conference was being held in Lifton later in the week which she was unable to attend. The agenda included youth violence that might have been of interest to the Youth Council.

162.5 West Devon Matters

A meeting was scheduled for August. Rural crime been added as a local policing priority along with drugs and vehicle safety.

163 PART 2 CONFIDENTIAL

On the proposition of Cllr Tolley, 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.

164 Outstanding Balances

Outstanding balances were considered.

165. CCTV

On the proposition of Cllr Colman, seconded Cllr Tolley, it was **RESOLVED** to approve the following:

- Data Processing Agreement
- Monitoring and Data Management Agreement
- Data Protection Privacy Impact Statement
- That Torbay Council charge insurance companies for the provision of footage in accordance with their policy for the provision of this service instead of the Town Council.

It was **RESOLVED** to suspend Standing Order 3 (bb) to permit extension of the meeting following a proposal by Cllr Fisher, seconded Cllr Leech.

166. Staffing Matters

166.1 Level 2 Horticultural Apprenticeship

The recommendation of the Recruitment Panel was considered, and the Clerk explained the situation in relation to the provision of the apprenticeship by the provider and other potential options.

On the proposition of Cllr Leech, seconded Cllr Tolley, it was **RESOLVED** to appoint the preferred candidate, subject to the apprenticeship provision. Alternative arrangements would be considered if necessary.

166.2 Staff Sickness

The Clerk provided an update.

166.3 Cleaning Contractor

On the proposition of Cllr Colman, seconded Cllr Leech it was **RESOLVED** to approve the Clerks request that the cleaning contractor be retained until the end of December 2025, when it would be further reviewed.

166.4 Facilities Officer

On the proposition of Cllr Colman, seconded Cllr Bird it was **RESOLVED** to approve:

- the use of the new Statement of Main Terms of Employment from the start date of 25th August 2025
- the provision of a zero hours contract in the weeks up to 25th August allowing the Facilities Officer to commence earlier for induction and training as she was able to fit into her existing schedule

166.5 Training

Following consideration of the councils' requirement for Chapter 8 training, on the proposition of Cllr Marsh, seconded Cllr Leech, it was **RESOLVED** not to approve the request from a local organisation to part fund the cost of this training for an additional member of staff.

166.6 Personnel Sub-Committee Recommendations

Recommendations arising from recent meetings were considered.

On the proposition of Cllr Yelland, seconded Cllr Colman, it was **RESOLVED** to approve the revised version of the Clerk's Statement of Main Terms of Employment.

On the proposition of Cllr Marsh, seconded Cllr Bird, it was **RESOLVED** to approve the recommendations in the report following the meeting of the Sub-Committee held on 30th June 2025.

On the proposition of Cllr Colman, seconded Cllr Leech, it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 9.30pm

Councillor Yelland, Chairman