

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting
held on Monday 10th June 2024 at 7.00pm in the Council Chamber,
Town Hall, Okehampton**

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

In Attendance: Mrs E James (Town Clerk)
Councillor C Holt

Action

- 88** **Chairman and Vice-Chairman** – On the proposition of Cllr Fisher, seconded Cllr Leech, it was **RESOLVED** to appoint Cllr Yelland Committee Chairman.
- On the proposition of Cllr Bird, seconded Cllr Fisher, it was **RESOLVED** to appoint Cllr Tolley Committee Vice-Chairman.
- 89** **Apologies for Absence** – Apologies tendered by Cllr Marsh (personal) and Cllr Hart (personal) were approved on the proposition of Cllr Fisher, seconded Cllr Colman.
- 90** **Declarations of Interest**
- Cllr Tolley declared a personal interest in Min Ref 95.4 being a Trustee
 - Cllr Fisher declared a personal interest in Min Refs 95.2 and 95.11 being a member of both groups
 - Cllr Leech declared a personal interest in Min Ref 95.7 being a Trustee
 - Cllr Bird declared a personal interest in Min Ref 95.8 being a Trustee
- 91** **Public Participation** – None
- 92** **Members' Questions** – None
- 93** **Minutes** – On the proposition of Cllr Weekes, seconded Cllr Fisher, it was **RESOLVED** to approve the minutes of the meeting held on 15th April 2024 to be signed by Cllr Yelland.
- 94** **Grant Feedback** received from Get Changed Theatre Company for a grant of £300 awarded in October 2022 was noted.
- 95** **Grant Applications**
- 95.1** **Okehampton & District Twinning Association** On the proposition of Cllr Fisher, seconded Cllr Weekes, it was **RESOLVED** to award a grant of £350 towards the provision of activities and events during a visit to Okehampton in 2024.
- 95.2** **Okement Rivers Improvement Group** On the proposition of Cllr Weekes, seconded Cllr Leech, it was **RESOLVED** to award a grant of £500 towards maintenance of riverbanks, coppicing of vegetation and insurance costs.
- 95.3** **Okehampton Hockey Club** On the proposition of Cllr Yelland, seconded Cllr Fisher, it was **RESOLVED** to defer a decision to the application for £500 towards the all-weather pitch lighting until the next meeting of the Committee. Further information to be sought to ascertain the current funding and sinking fund

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situation, confirmation of costs and grants obtained, details of who is responsible for the project overall.

- 95.4 Okehampton Community Recreation Association** On the proposition of Cllr Colman, seconded Cllr Fisher (1 abstention), it was **RESOLVED** to award a grant of £500 towards the funding of a fields in trust celebration and Sporting Sunday event in July
- 95.5 2443 (Okehampton) Squadron Royal Air Force** On the proposition of Cllr Weekes, seconded Cllr Leech, it was **RESOLVED** to award a grant of £500 to support an adventure training activity for cadets.
- 95.6 All Saints Church Hall** On the proposition of Cllr Weekes, seconded Cllr Fisher, it was **RESOLVED** to award a grant of £500 towards the purchase of a commercial dishwasher.
- 95.7 Ockment Centre** On the proposition of Cllr Fisher, seconded Cllr Weekes, it was **RESOLVED** to award a grant of £5,000 towards reception staffing costs.
- 95.8 The Museum of Dartmoor Life and Tourist Information Point** On the proposition of Cllr Colman, seconded Cllr Weekes (1 abstention), it was **RESOLVED** to award a grant of £3,500 towards the running costs of the Museum and £1,500 towards the Tourist Information Point.
- 95.9 Okehampton Fairtrade Group** Cllr Weekes declared a personal interest being a member of the Committee.
On the proposition of Cllr Fisher, seconded Cllr Bird (1 abstention), it was **RESOLVED** to award a grant of £125 to support the fairtrade community enabling the town to maintain its fairtrade status.
- 95.10 Tor Support Services** On the proposition of Cllr Weekes, seconded Cllr Leech, it was **RESOLVED** to award a grant of £3,000 to fund 56 counselling sessions.
- 95.11 Okehampton Friendly Circle** On the proposition of Cllr Weekes, seconded Cllr Tolley (1 abstention), it was **RESOLVED** to award a grant of £500 towards the cost of a coach for the group annual trip.
- 95.12 Royal British Legion Poppy Appeal** Cllr Fisher declared a personal interest being a member of the local branch.
On the proposition of Cllr Leech seconded Cllr Colman (1 abstention), it was **RESOLVED** to agree a of donation of £50 towards the 2024 appeal and wreath for the Remembrance Service.
- 96 Fixed Term Caretaker Vacancy** – No applications had been received.
- 97 Mace Bearer Registration Guild of Mace Bearers** – On the proposition of Cllr Fisher, seconded Cllr Leech, it was **RESOLVED** to approve the registration and annual membership subscription of both Mace Bearers with The Guild of Mace Bearers at the annual cost of £35 p/person.
- 98 Policies and Documents** -
- 98.1 Policies** - On the proposition of Cllr Colman, seconded Cllr Tolley, it was **RESOLVED** to recommend the following policies to Full Council including amendments adding Cllr Hart to the Business Continuity Plan:
- Asset Register and Disposal Policy
 - Business Continuity Plan
 - Hosting of Foreign Visitors

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- 98.2 Terms of Reference** - On the proposition of Cllr Tolley, seconded Cllr Fisher, it was **RESOLVED** to recommend the following Terms of Reference to Full Council:
- Policy & Resources Committee
 - Personnel Sub-Committee
- 99 Finances**
Councillor Audits – In the absence of Cllr Marsh the item was deferred to the following meeting.
- 99.1 Management Accounts** – On the proposition of Cllr Fisher, seconded Cllr Colman, it was **RESOLVED** to approve the management accounts, as circulated, for month ended 31st March 2024 (month 12) and 30th April 2024 (month 1).
- 99.2 Investments** – Investments and interest rates were reviewed; a fuller review would be undertaken following completion of the Charter Hall roofing work.
- Local authorities with an annual budget of up to EUR500,000 (approx. £425,375) were not covered under the Financial Services Compensation Scheme. With a precept this financial year of £444,996 the Committee noted the Town Council was not covered and it was important careful consideration was given to where funding was held.
- 99.3 Payment Schedule** – On the proposition of Cllr Fisher, seconded Cllr Weekes, it was **RESOLVED** to approve the schedule of payments.
- 99.4 Budget Workshops** – The Committee noted a budget workshop to review the 2024/25 Property Committee budget and initial requirements for 2025/26 was taking place at 10am on Tuesday 27th August 2024.
- 100 Work Experience** – The Committee noted a student would be undertaking work experience in the office environment for three days during the first week of July.
- 101 Reports of Council Working/Task & Finish Groups** –
- 101.1 80th Celebration of D-Day in 2024** – Congratulations and thanks to both councils were stated for an event that was very well attended and successful. A debrief meeting of the working group would be held.
- (Cllr Holt left the meeting)
- 102 Members' Reports and Requests for Agenda Items** –
- 102.1 Citizens Advice** – Cllr Leech was awaiting contact from the relevant person in order to obtain an update.
- 102.2 DALC Larger Councils Sub-Committee** – There had been no recent meeting.
- 102.3 Devon Climate Emergency Group** – There had been no recent meeting
- 102.4 Fairtrade** – Cllr Weekes advised no meeting had been held.
- 102.5 Police Council Advocate Scheme, Northern Links and West Devon Matters** – Cllr Yelland had attended an online seminar and circulated emails relating to topics including a Police App and community grants. Concerns about drug dealing could be reported through crime stoppers anonymously. A website, www.devon-cornwall.police.uk contained details of the local policing team, information and crime recording statistics.

There had been no Northern links meeting. A West Devon Matters meeting had been held on 17th April, the most recent having been cancelled. Two new Police Community Support Officers were now based in Okehampton and a Devon & Cornwall alert system was available and could be signed up to.

Community Safety Partnership were continuing to run successful programmes including the Let's Talk series.

103 On the proposition of Cllr Fisher, seconded Cllr Leech 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.

104 **Outstanding Balances** – The list of outstanding balances was noted.

On the proposition of Cllr Bird, seconded Cllr Colman, it was **RESOLVED** to take further action in relation to one outstanding debt if the account was not settled prior to 1st July 2024, any action to include recovery of staff time costs.

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105 **Staffing Matters**

105.1 **Caretaker Role** – Options to cover the temporary role were considered. On the proposition of Cllr Bird, seconded Cllr Fisher it was **RESOLVED** to contract a cleaner as necessary when the Charter Hall reopened and during the absence of a caretaker due to sick leave. Bookings be limited to those that could be managed by existing staff, vacancy to be kept open in case of any interest.

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105.2 **Workload and Facilities/Property Officer** – The Clerk provide an update on continued high workloads and progress in relation to appointing an additional member of staff.

On the proposition of Cllr Leech, seconded Cllr Colman, it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 8.20pm

Cllr Yelland, Chairman