

Minutes of the Okehampton Town Council Policy and Resources Committee held on Monday 13 February 2017 in the Council Chamber, Town Hall, Okehampton at 7.00 pm

Committee Members Present: Councillor B Stephens (Chairman)
Councillor Mrs J Yelland (Vice Chairman)
Councillor Mrs V Cushing
Councillor Mrs C Marsh
Councillor B Tolley
Councillor P Vachon
Councillor Mrs J Goffey (Town Mayor)
Councillor T Leech (Chairman, Planning)

Other Members Present: Councillor Mrs J Carpenter
Councillor Miss C Holt
Councillor Dr M Ireland
Councillor R Rush

In Attendance: P R Snell (Town Clerk)

489. Apologies for Absence - No apologies received.

490. Deferment of Business - No public presence.

491. Members' Questions - Cllr Leech noted that West Devon Borough Council were considering a policy to deal with the flying of drones from their land and asked if the Town Council was likely to consider a similar policy. It was agreed to refer this matter to the Parks agenda.
Cllr Vachon noted there had been a number of complaints about the operation of Parklands Leisure Centre. Cllr Leech responded that West Devon Borough Council have passed on to Fusion a number of complaints received.

492. Minutes - The minutes of the Policy and Resources Committee meetings held on 9 and 30 January 2017 were approved and signed by the Chairman on the proposition of Cllr Marsh, seconded Cllr Yelland.

493. Matters Arising -

493.1 Putting Green Project - Cllr Stephens reported that he had been in contact with Fusion and the Putting Club and was awaiting responses.

493.2 Pensions Regulator - The Clerk confirmed that the necessary registration procedures had been completed for automatic enrolment.

493.3 Commonwealth Day - The Clerk confirmed that the Commonwealth Flag had been received in preparation for the ceremony to take place outside St James Chapel on 13 March 2017.

Action

Clerk

494. Grant Applications -

494.1 Okehampton Battle of the Bands - The Committee considered a grant application totalling £1,000 towards the 2017 Battle of the Bands and Party in the Park. On the proposition of Cllr Leech, seconded Cllr Marsh, it was agreed to award £500 immediately and a further £500 in the next financial year.

494.2 Torridge, North, Mid & West Devon Citizens Advice - Cllr Yelland declared a personal interest. A request for £4,000 had been received from the Torridge, North, Mid & West Devon Citizens Advice to support the work of the Okehampton service. It was agreed to grant the £4,000 on the proposition of Cllr Marsh, seconded Cllr Leech.

495. Feedback and Acknowledgements from Grants Awarded - A note had been received from the Royal British Legion acknowledging receipt of the £50 contribution towards the wreath. Cllrs Marsh and Goffey noted that Wren members were co-ordinating the making of lanterns in preparation for the forthcoming lantern parade in Simmons Park.

496. Finances -

496.1 On the proposition of Cllr Yelland, seconded Cllr Goffey, the management accounts for the month ended 31 December 2016 were agreed.

496.2 Membership Subscriptions - Cllr Marsh declared a personal interest in the Chamber of Trade. On the proposition of Cllr Leech, seconded Cllr Tolley, it was agreed that the Council renew membership subscriptions to the following organisations: DALC, SLCC, South West Councils, Okehampton & District Chamber of Trade and Parish Online.

497. Review of Policies - The Committee reviewed the following policies:

- Financial Regulations
- Financial Risk Assessment Management
- Statement of Internal Control
- Investment Strategy
- Leave Policy

and on the proposition of Cllr Leech, seconded Cllr Tolley, agreed to recommend these policies to the Council. After discussion the Absence Management policy was also recommended for endorsement by the Council after consultation with staff on the proposition of Cllr Marsh, seconded Cllr Vachon.

498. Office Photocopier Replacement - To be considered in Part Two.

499. Audit Appointments - The Committee noted that Grant Thornton would continue their external auditor work for the current financial year and that a

new external auditor (P K F Littlejohn) would be the new public service external auditor for smaller councils in the region for the year commencing 2017-18. The Committee further noted that, due to illness, the currently-appointed internal auditor was unable to continue his commitment and that Mrs Lyn Harwood had been appointed to carry out the internal auditor work for the year ended 31 March 2017. It was further agreed that a Working Group consisting of Cllrs Stephens and Goffey and the Clerk convene to make recommendation for the appointment of a new internal auditor.

- 500. CCTV - Town Study** - Cllr Leech reported on the latest developments for a town-centre-based CCTV system and the input from the Police and Crime Commissioner. It was anticipated that further proposals would come from the PCC's office in the course of the coming weeks.

501. Members' Reports and Requests for Agenda Items:

- (i) Chamber of Trade (Cllr Marsh) - The AGM had taken place and Linda Harper was the new Chairman of the Chamber of Trade. The Chamber noted that they had no permanent address for postal purposes and it was requested that an item be discussed at a future Policy & Resources meeting as to whether the Town Hall address might be used as a post box.
- (ii) Citizens Advice (Cllr Leech) - Refer to report previously circulated.
- (iii) DALC - County Committee (Cllr Marsh) - No meeting.
- (iv) DALC Larger Councils Sub-Committee (Cllr Stephens) - Meeting scheduled for the forthcoming Thursday.
- (v) Fairtrade (Cllr Cushing) - Fairtrade Fortnight would take place from the end of February until early March with a conference at Okehampton College. An invitation to the Mayor would be sent. The Fairtrade Town certificate had been renewed in the Town Hall hallway and a coffee morning was scheduled for the Church Hall for 11 March.
- (vi) Okehampton Carnival Committee (Cllr Yelland) - The AGM would take place on 28 February and this meeting was open to all interested parties.
- (vii) Okehampton and District Community Transport Group (Cllr Leech) - The January meeting reported on a successful coffee morning, that there were no cuts in grant support from Devon County Council, but likewise no inflationary increases. The Group had been advised that it should re-structure itself as a Community Interest Company in order to attract future funding.

Clerk

PART TWO ITEMS

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 item as it involves the likely disclosure of sensitive and confidential information. Proposed by Cllr Yelland, seconded Cllr Vachon.

502. Debts Outstanding for more than 3 Months

498. Office Photocopier Replacement (continued)

Action

The Committee exited Part Two and on the proposition of Cllr Marsh, seconded Cllr Goffey, ratified decisions taken in Part Two.

The Chairman closed the meeting at 8.05 pm.

Councillor B Stephens
Chairman