

**Minutes of the Okehampton Town Council Policy and Resources Committee held on Monday 20 March 2017 in the Council Chamber, Town Hall, Okehampton at 7.00 pm**

**Committee Members Present:** Councillor Mrs J Yelland (Chairman)  
Councillor T Cummings  
Councillor Mrs V Cushing  
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

**In Attendance:** P R Snell (Town Clerk)

**Action**

- 538. Apologies for Absence** - Apologies were received on behalf of Councillors Marsh, Stephens and Weekes.
- 539. Deferment of Business** - No public presence.
- 540. Members' Questions** - Nil.
- 541. Minutes** - The minutes of the Policy and Resources Committee meeting held on 13 February 2017 were approved and signed by the Chairman on the proposition of Cllr Tolley, seconded Cllr Goffey.
- 542. Matters Arising** -
- 542.1 Putting Green Project** - In the absence of Cllr Stephens, nothing to report.
- 542.2 Policies** - The Leave and Management of Sickness policies were currently on staff consultation.
- 542.3 Commonwealth Day 13 March 2017** - The Commonwealth flag had been raised at St James' Chapel on 13 March and the Mayor had read the Commonwealth Affirmation. Whilst the flag had been purchased by the Town Council, it was noted that it would be held at St James' Chapel for future use. Cllr Vachon attended a similar flag-raising ceremony with the Army Cadet Force on Dartmoor.
- 542.4 Office Copier Replacement** - The Clerk reported that the replacement copier had been installed earlier in the day.
- 542.5 Internal Auditor Appointment Working Group** - The Working Group consisting the Chairman of P & R, Cllr Goffey and the Clerk had not yet met.

**543. Grant Applications -**

**543.1 Fairtrade Group** - Okehampton Fairtrade Group had requested the reallocation of a grant of £150 originally made towards the Fairtrade Town signs in favour of Fairtrade Schools Conference. The reallocation was agreed on the proposition of Cllr Goffey, seconded Cllr Leech.

**544. Feedback and Acknowledgements from Grants Awarded** - The Clerk reported that letters of receipt and acknowledgement of grants awarded had been received from Citizens Advice and the North Dartmoor Search and Rescue Team.

**545. Finances -**

**545.1 Management Accounts** - The Committee noted the management accounts for the months ending 31 January and 28 February 2017. A question arose concerning the cash and investment reconciliation for month 10 (pages z - a1) which the Clerk would report on at the next meeting. The management accounts were approved on the proposition of Cllr Tolley, seconded Cllr Cummings.

**545.2** The Committee agreed to vire £5,500 from grants - specified powers to grants - section 137 on the proposition of Cllr Goffey, seconded Cllr Cummings.

**545.3** The Committee agreed the expenditure of the earmarked fund of £1,840 for Simmons' headstone on the proposition of Cllr Leech, seconded Cllr Cushing.

**546. CCTV Town Study** - Cllr Leech reported on the recent letter from the Police and Crime Commissioner's office, which required an expression of interest from Town Councils in order to be considered for no obligation funding support. On the proposition of Cllr Cummings, seconded Cllr Cushing, it was agreed to complete the expression of interest and investigate the next level.

**547. Pay Scales & Allowances** - On the proposition of Cllr Goffey, seconded Cllr Cummings, it was agreed to endorse the pay scales and allowances for 2017-18 as agreed by the National Joint Council for Local Government Services, as applicable to staff spine points to be implemented from 1 April 2017.

**548. Staffing Working Group** - It was agreed to convene a Staffing Working Group to consider office staff augmentation and succession planning. The Mayor would co-ordinate with Committee Chairs in the first instance.

**549. Chamber of Trade** - Cllr Goffey conveyed a request from the Chamber of Trade that the Town Hall address be used as a registered address and letter collection point for the Okehampton and District Chamber of Trade. As there were some concerns about the implications of the use of a registered address, it was agreed to ask that the Chamber of Trade investigate a post office box solution in the first instance.

Clerk

Cllr Goffey

**550. Members' Reports and Requests for Agenda Items:**

- (i) Chamber of Trade (Cllr Goffey) - The Chamber had organised a successful Quiz Evening resulting in approximately £300 towards funds.
- (ii) Citizens Advice (Cllr Leech) - No new information.
- (iii) DALC - County Committee (Cllr Marsh) - No meeting. Cllr Goffey reported that she had recently attended the South West area meeting of the Association of Local Councils.
- (iv) DALC Larger Councils Sub-Committee - The Clerk reported that neither Cllr Stephens nor he had been able to attend the last meeting in February, but that the minutes would be circulated when available.
- (v) Fairtrade Group (Cllr Cushing) - The next meeting was scheduled for 19 April and a stall would be staffed at the Rotary May Fair on 30 April.
- (vi) Okehampton Carnival Committee (Cllr Yelland) - The AGM had taken place on 28 February and reported that the finances were healthy in comparison to 12 months previously. Overall there was very positive feedback about the last Carnival. It was reported that a problem area was where people were unwilling to move cars from the Carnival route. The date for the 2017 Carnival would be Saturday 21 October and coffee mornings had been organised for the forthcoming months, the next one being on 22 April.
- (vii) Okehampton and District Community Transport Group (Cllr Leech) - No new information.

The Chairman closed the meeting at 7.36 pm.

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**Councillor B Stephens**  
**Chairman**