

Minutes of the Okehampton Town Council Policy and Resources Committee held on Tuesday 18 April 2017 in the Council Chamber, Town Hall, Okehampton at 7.00 pm

Committee Members Present: Councillor Mrs J Yelland (Chairman)
Councillor Mrs V Cushing
Councillor Mrs C Marsh
Councillor T Leech (Chairman, Planning)

Other Members Present: Councillor Miss C Holt
Councillor Mrs J Carpenter

In Attendance: P R Snell (Town Clerk)

		Action
595	<u>Apologies for Absence</u> - Apologies for absence were presented on behalf of Cllrs Goffey, Stephens, Tolley and Weekes.	
596	<u>Deferment of Business</u> - No public presence.	
597	<u>Members' Questions</u> - None.	
598	<u>Minutes</u> - The minutes of the Policy and Resources Committee meeting held on 20 March 2017 were approved and signed by the Chairman on the proposition of Cllr Cushing, seconded by Cllr Leech.	
599	<u>Matters Arising</u> -	
599.1	Civic Service - The Clerk reported that Fairplace Church would not be available for the Civic Service on 10 September 2017, but both All Saints and St Boniface had confirmed availability. The Committee noted the situation, pending election of the next Mayor.	
599.2	Policy Review Working Group - The Leave and Management of Absence Policies had been taken through staff consultation and were now in force, pending endorsement at the next Council meeting.	
599.3	Town CCTV - The Clerk reported that the Expression of Interest for possible funding from the PCC's Office had been submitted.	
599.4	Internal Auditor - Cllr Yelland reported that, as Cllr Stephens was currently away, the working group for appointment of new internal auditor would meet after the Council's AGM.	
599.5	Staffing Working Group - Cllr Yelland reported that the staffing working group would convene a meeting after the Council's AGM.	
599.6	Month 10 Management Accounts - The Clerk referred to the question arising on Month 10 accounts and confirmed that this was a technical	

matter, whereby the Tennis Court management account, although held by the Council on behalf of an 'external' organisation, did not process all transactions as for the Council's own accounts, therefore unrepresented cheques were not included in the reconciliation and had to be manually factored. The Committee noted and were satisfied by the explanation.

600 **Grant Applications** - The Committee considered the following application for Town Council grants:

600.1 **Okehampton Battle of the Bands** - Cllr Yelland reminded the Committee that £500 had been awarded towards the 2017 Party in the Park event by previous resolution and with the intention that a second grant of £500 be awarded in the 2017-18 financial year. On the proposition of Cllr Cushing, seconded Cllr Leech it was agreed to ratify the decision and award the grant forthwith.

600.2 **Tor Support Services** - On the proposition of Cllr Marsh, seconded Cllr Cushing, it was agreed to grant £500 towards the cost of converting space within offices to provide a third counselling room.

601 **Feedback** - The Committee noted acknowledgements and feedback from Okehampton Street Pastors. (Cllr Yelland declared a personal interest).

602 **Finances:**

602.1 **Management Accounts** - The Committee considered and agreed the management accounts for the month ended 31 March 2017 on the proposition of Cllr Marsh, seconded Cllr Leech. The Clerk agreed to check up on two unrepresented cheques.

602.2 **Ear Marked Funds** - The Committee agreed a schedule of ear marked funds (amounts reserved from free reserves to support specific projects planned or under discussion) on the proposition of Cllr Marsh, seconded Cllr Leech. (Copy attached to the archive minutes as Annex A.) The Committee further agreed the expenditure of £1,800 from ear marked reserve 4997 - electrical installation inspection now completed and report pending - on the proposition of Cllr Marsh, seconded Cllr Cushing.

603 **Moor Otters Public Arts Initiative** - Further to the Council's agreement for a £500 'Gold Sponsorship' of the initiative (Minute 390 refers), there were now four possible otter models to choose from. A sounding at the Annual Assembly had shown preference for picture reference no.4 ('Bud' by K. Wilson) and this selection was fully endorsed by the Committee on the proposition of Cllr Marsh, seconded Cllr Leech. The location was yet to be determined, but it was hoped that a suitable location in Simmons Park could be agreed. Clarification on insurance

responsibility would also be sought.

Clerk

- 604 Art UK Image Reproduction Agreement** - The Committee considered renewal of the Art UK Agreement including BBC sub-licence and Creative Commons Licences. The Agreement, when previously resolved, gave permission to digitise public art collections and make them available on line. In this case, the collection referred to artworks held by the Town Council and on public display in the Council Chamber or elsewhere. It was resolved to renew the agreements, and for the Clerk to sign them off, on the proposition of Cllr Leech, seconded Cllr Marsh.
- 605 Chamber of Trade** - Further to the discussion on the use of the Town Hall as a correspondence address for Okehampton & District Chamber of Trade, a letter had been received from the Chamber's Chairman, clarifying the Chamber's request. After discussion, and noting that the Chamber would investigate the use of a PO Box, it was agreed to decline the request on the proposition of Cllr Marsh, seconded Cllr Leech.
- 606 Members' Reports and Requests for Agenda Items** -
- (i) Chamber of Trade (Cllr Marsh) - Meeting on scheduled for 25 April to discuss hanging baskets and cost of Christmas lighting.
 - (ii) Citizens Advice (Cllr Leech) - Newsletter had been circulated.
 - (iii) DALC County Committee - Cllr Marsh reported that she had resigned from the County Committee and that DALC would inform the process for further election in due course.
 - (iv) DALC Larger Councils Sub-Committee - No meeting.
 - (v) Okehampton Fairtrade Group (Cllr Cushing) - Meeting scheduled for 19 April.
 - (vi) Okehampton Carnival Committee (Cllr Yelland) - No meeting. Coffee morning booked in the Charter Hall for 22 April.
 - (vii) Okehampton and District Community Transport Group (Cllr Leech) - Meeting scheduled for 20 April.

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 Leech, seconded by Cllr Cushing.

Action

607 Town Clerk's Remuneration

On the proposition of Cllr Leech, seconded Cllr Marsh, it was agreed to exit Part Two and ratify decisions made in Part Two.

The meeting was closed at 7.48 pm.

**Cllr
Chairman**

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