

**Minutes of the Policy and Resources Committee Meeting held on Monday 12<sup>th</sup> June 2017, 7pm in the Town Hall, Okehampton.**

**Present:** Cllr. Yelland (Chairman); Cllr. Goffey; Cllr. Cushing; Cllr. Holt; Cllr. Carpenter; Cllr. Vachon; Cllr. Leech; Cllr. Tolley (Penny Clapham (Locum Clerk). Cllr. Weekes.

Declarations of Interest – Members are reminded that they should declare any relevant interest in the items to be considered. None declared.

**Urgent items - items for information only can be brought to the attention of the Committee at the discretion of the Chairman at the end of the meeting.**

**No decision can be taken on items not detailed on the published agenda.**

Cllr. Goffey informed councillors that SW Councils are holding a course called Essential Skills for the 21<sup>st</sup> century councillor on 14th July.

51. **Apologies for Absence** - To receive apologies from those Members unable to attend.  
None received
52. **Deferment of Business** – For comment by the Public. None present.
53. **Members' Questions** - To receive questions from Members regarding the workings of the Committee.  
Cllr. Cushing – Minute 599.5 follow-up staffing question; requested to know if a meeting had been convened of the staffing working group. In the absence of a permanent Clerk this has not been possible. This will be done when a new clerk is in post.  
Cllr. Tolley – town clock not chiming. Thomas Cook is closing on 1<sup>st</sup> July and moving to Tavistock.
54. **Minutes** - To confirm, approve and sign minutes of the Policy and Resources Committee meeting held on 18<sup>th</sup> April 2017. Resolved: proposed by Cllr. Cushing, seconded by Cllr. Tolley, all in favour by show of hands.
55. **Matters Arising** – Matters arising from the previous meeting:  
**5.1 Policies update – Harassment & Bullying**  
This policy will be dealt with once a new clerk has settled in.
56. **Grant Applications** - To receive and consider applications for financial assistance from the following organisations:
  - 56.1 **Battle of the Bands** – grant funding agreed but not issued. The Battle has been cancelled. Noted.
  - 56.2 **Okehampton Chamber of Trade** – for East Street Mural: £500  
Concerns were expressed about the ownership and maintenance of this mural.  
Resolved: Cllr. Vachon proposed more information be obtained as to the ownership of the mural, and whether there is an agreement to safeguard the wall. Seconded by Cllr. Goffey. Further enquiries to be made as to whose is the responsibility for maintenance. All in favour by show of hands.

**56.3 Okehampton United Ecclesiastical Charity** – parish councils £500. (This is for the maintenance of the clock (56.8)

Resolved: Cllr. Leech proposed agreement, seconded by Cllr. Vachon, all in favour.

**56.4 Dartmoor Museum Association** - £3,500. Cllr. Goffey declared a personal interest, also applicable to 56.5.

Resolved: Cllr. Vachon proposed support of the museum, seconded by Cllr. Leech, all in favour.

**56.5 Museum Tourist Information Point** - £1,500

Cllr. Vachon would be interested to know what these monies are spent on.

Cllr. Goffey updated Council regarding opening days. A question of volunteers and it is hoped to be open 7 days a week during summer. The money is spent on leaflets, maps, stock etc. all of which are given away to visitors. Also covers part of the website costs. 11,000 people went through this bureau in 2016.

Resolved: Cllr. Leech proposed acceptance with the condition of a statistical report being submitted for the next financial year. Seconded by Cllr. Vachon, all in favour.

**56.6 Team Chaos Muay Thai & Fitness Centre**

Resolved: Cllr. Tolley proposed this application is turned down on the basis of being a business; it is also against Council policy to grant to an individual.

Seconded by Cllr. Goffey, all in favour.

**56.7 Relate, Exeter & District** - £500

A useful and well used service based in Okehampton.

Resolved to agree support. Proposed by Cllr. Leech, seconded by Cllr. Cushing, 6 in favour 1 abstention. Motion carried.

**56.8 St. James Chapel; maintenance of town clock** - £500 (Agreed 56.3)

Locum Clerk to progress the grant replies.

## **57. Finances –**

**57.1** To consider, agree and adopt the management accounts (as circulated) for month ended 30 April 2017.

Cllr. Cushing queried unrepresented cheques

Resolved: proposed by Cllr. Goffey, seconded by Cllr. Tolley, all in favour.

**57.2** To note the internal auditor certificate.

Noted.

**57.3** To recommend the financial statements to Full Council.

Resolved: proposed by Cllr. Leech, seconded by Cllr. Weekes, all in favour.

## **58. Appointment of internal auditor for year 2017/18. Cllr. Yelland to report.**

Council are due an interim audit in October. To wait until new clerk has been appointed.

## **59. Members' Reports and Requests for Agenda Items - To receive reports from Members attending other organisations on behalf of the Council.**

(i) Chamber of Trade - Councillor Mrs Marsh. Cllr. Goffey reported that the chair and vice-chair attended West Devon about car parking fees, and better signage.

(ii) Citizens Advice - Councillor Leech.

Hoping to set up a meeting in Okehampton with their management team.

(iii) DALC – County Committee – no representative.

(iv) DALC – Larger Councils Sub-Committee – Cllr. Yelland & Town Clerk.

Cllr. Yelland attended her first meeting 8th June. There is training for councillors and clerks who are not necessarily new to the job. DALC are asking for a case study or project for the annual report, to showcase work done in the sector. The work that the Council have done through Destination Okehampton to get a regular train passenger service between Okehampton and Exeter, would make a good subject.

(v) Fairtrade - Cllr. Cushing.

June 24<sup>th</sup> food and music festival; coffee morning 28<sup>th</sup> October. Sainsbury are changing the brand from Fairtrade to Fair Trading which may dis-empower the farmers. Council to consider writing to Sainsburys – future agenda. Circulate this information to Councillors.

(vi) Okehampton Carnival Committee - Cllr. Carpenter.

23<sup>rd</sup> May attended her first meeting. Carnival committee hoping to arrange a skittle evening to fund raise. The Carnival need to buy new road signs. Next meeting 28<sup>th</sup> July.

(vii) Okehampton & District Community Transport Group - Councillor Leech.  
Nothing to report.

## **PART TWO**

Items which may be taken in the absence of the press and public.

The Committee is recommended to pass the following resolution:-

‘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 as they involve the likely disclosure of sensitive and confidential information.’

**Resolved:** Proposed by Cllr. Leech, seconded by Cllr. Weekes, all in favour.

60. **Staffing Matters**

61. **Debtors Outstanding**

Meeting closed at 8pm.

Signed.....

Date.....

Position.....