

**Minutes of a meeting of Okehampton Town Council held on
Monday 20th May 2019 at 7pm in the Council Chamber, Town Hall, Okehampton**

Members Present: Councillor J Yelland (Mayor)
 Councillor M Ireland (Deputy Mayor)
 Councillor T Leech (Chairman, Planning)
 Councillor C Marsh (Chairman, Parks)
 Councillor V Tolley (Chairman, Policy & Resources)
 Councillor P Vachon (Chairman, Property)
 Councillor G Button
 Councillor C Holt
 Councillor J Goffey
 Councillor D Penna
 Councillor B Rush
 Councillor D Sanger
 Councillor M Tucker

In Attendance: Mrs E James (Town Clerk)
 Cllr K Ball (DCC)
 Cllr M Davies (WDBC)
 1 member of the public

Prior to commencement of the meeting Prayers were offered by Cllr Rev M Davies for those who wished to take part.

Cllr Yelland thanked those who attended the Trafalgar Way Cape to Cape event on Saturday as it passed through Okehampton, and which had raised over £87,000 for Macmillan.

- | | Action |
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| 11 <u>Expressions of Interest</u> – None | |
| 12 <u>Apologies for Absence</u> – None | |
| 13 <u>Deferment of Business</u> – None | |
| 14 <u>Members Questions</u> – None | |
| 15 <u>West Devon Borough Council</u> – Cllr Davies reported that the Annual meeting of the Council was being held on 21 st May when he would be putting forward a motion that the Council pays urgent attention to the environment and that a working group be formed by WDBC. | |
| 16 <u>Devon County Council</u> – Cllr Ball stated that DCC would be pursuing environmental matters as well and were in the process of putting together information for other levels of Council. Okehampton Health Partnership group had recently held a meeting from which more information would be forthcoming.
Travellers had settled in the industrial estate just outside of the town boundary and action was being taken to remove them.
DCC had announced new funding streams; Doing What Matters community grants of between 5K and 25K and Making the Connection for grants of up to £300. | |
| 17 <u>Questions Arising from Members Reports</u> – Cllr Rush passed Cllr Ball and Members a list of questions which Cllr Ball requested be emailed to him. | |
| 18 <u>Adoption of Minutes of Committees and Members' Questions arising Thereon</u> – None | |

- 19 **Full Council Meeting Minutes** – The minutes of the Town Council meetings held on 15th and 29th April 2019 were received, signed and **APPROVED** on the proposition of Cllr Ireland, seconded by Cllr Goffey.
- 20 **Matters Arising** - None
- 21 **End of Year Bank Reconciliation/Balance Sheet** – The documentation was reviewed and on the proposition of Cllr Marsh, seconded by Cllr Goffey, it was **RESOLVED** to approve and sign it.
- 22 **Internal Audit Certificate and Report** – The Clerk advised that the audit had been undertaken and the certificate, as previously circulated, certified by the auditor. No actions had been recommended although it had been noted that work regarding the Charities was ongoing by the Council. The accompanying report was awaited and would be circulated to Members in due course.
- 23 **Annual Governance Statement 2018/19** – Members considered and reviewed the statements, as previously circulated. On the proposition of Cllr Tolley, seconded by Cllr Tucker, it was **RESOLVED** to agree all of the statements had been complied with, and that in line with the 2018/19 external auditors' comments and that of the internal auditor Box 9 would be marked as N/A at the current time.
- (Cllr Ball left the meeting)*
- 24 **Accounting Statements 2018/19** – The statements, as previously circulated, were reviewed and considered by Members. On the proposition of Cllr Tolley, seconded by Cllr Ireland, it was **RESOLVED** to approve the statements.
- 25 **General Power of Competence** – On the proposition of Cllr Leech, seconded by Cllr Goffey, it was **RESOLVED** to readopt the General Power of Competence for which the eligibility criteria had been met.
- 26 **Dispensation** – The following dispensations granted by the Clerk for a 4-year period until May 2023 were noted:
- Permitting those Councillors who were also Trustees of the Councils Charities to speak and vote on any Charity issues at meetings of the Council
 - Permitting all Councillors to debate and vote on matters regarding the setting of the Council's budget and precept
- 27 **Bank Signatories** – A review of the bank signatories was undertaken and on the proposition of Cllr Tucker, seconded by Cllr Ireland, it was **RESOLVED** that:
- Ex-Cllrs be removed from the NatWest account
 - Cllrs Tolley and Yelland be added to the Lloyds account and associated online banking system
- On the proposition of Cllr Goffey, seconded by Cllr Ireland, it was **RESOLVED** to reapprove authorisation for the Clerk and Assistant Clerk to correspond with NatWest regarding all aspects of the Councils account.
- 28 **Civic Regalia** – On the proposition of Cllr Ireland, seconded by Cllr Leech (1 abstention), it was **RESOLVED** that a working group consisting of Cllrs Leech, Button and Sanger be formed to review the condition of the robes and make recommendations for consideration. It was further agreed that

Clerk

Clerk

	<p>the regalia would continue to be used for events as set out in the briefing note.</p> <p>The briefing note previously circulated was considered by Members who noted that the Chains would be taken to a jeweller for a review of their condition and recommendation for repairs.</p> <p>Cllr Ireland stated that the Deputy Mayors chain was insignificant and requested that it be reviewed. On the proposition of Cllr Ireland, seconded by Cllr Tucker (1 abstention), it was RESOLVED that it be included within the remit of the working group reviewing the robes.</p>	Clerk
29	<p>Councillor Surgery – On the proposition of Cllr Yelland, seconded by Cllr Leech, it was RESOLVED to continue to hold monthly Councillor Surgeries on the 3rd Thursday of the month with the exception of August and December, and possibly on occasionally Saturday mornings.</p>	Cllrs
30	<p>Market Street Toilets – This item was deferred to be discussed at the end of the meeting in Part 2.</p>	
31	<p>Policies/Documents –</p>	
31.1	<p>On the proposition of Cllr Vachon, seconded Cllr Goffey, it was RESOLVED to approve the following policies and documents as recommended by the Policy & Resources Committee, including an additional amendment made to the Financial Risk Assessment by the Clerk:</p> <ul style="list-style-type: none"> • Financial Regulations • Financial Risk Assessment • Investment Strategy • Internal Control Statement 	
31.2	<p>The Neighbourhood Plan Group Protocol enabling expenditure was reviewed. On the proposition of Cllr Tucker, seconded Cllr Ireland, it was RESOLVED to appoint Cllr Goffey as the nominated person for the Council.</p> <p>On the proposition of Cllr Goffey, seconded by Cllr Ireland, it was RESOLVED that the Clerk would review the expenditure ratio between the councils based on population and liaise with the Clerk of Okehampton Hamlets Parish Council.</p>	Clerk
31.3	<p>The Neighbourhood Plan Group Terms of Reference was reviewed and on the proposition of Cllr Leech, seconded by Cllr Tolley, it was RESOLVED to readopt it as existing.</p>	
32	<p>Civic Diary Report – Noted that no events were attended in April 2019.</p>	
33	<p>Payment of Invoices –</p>	
33.1	<p>On the proposition of Cllr Mash, seconded by Cllr Holt, the schedule of payments was APPROVED.</p>	
33.2	<p>Members noted that a check in the sum of £1350 had been raised from the Mayors Charity Account and presented to Cancer Research UK.</p>	
33	<p>Reports of Council Working Groups –</p>	
33.1	<p>Charities – The Clerk advised that it had been confirm that a Charitable Incorporated Trust could apply for grant funding and the legal advisor had been asked to proceed on that basis as agreed.</p>	
33.2	<p>Government Future of High Streets Fund – The result of the expression of interest was expected in June.</p>	

- 33.3 **Strategic Plan** – A meeting would be arranged in June or July.
- 34 **Reports on Current Activities by Community Groups with Town Council Representation - Neighbourhood Plan Group** – A quotation for the writing of the policies had been received from the Consultant. On the proposition of Cllr Goffey, seconded by Cllr Ireland, it was **RESOLVED** to accept the quotation providing that the amount quoted was the maximum spend.
- 35 **Members' Reports and Requests for Agenda Items - Okehampton Matters** – Cllr Vachon advised that the next meeting was on 26th June.
- 36 **Dartmoor National Park Authority Elections** – Nominations were made by Cllrs Leech, Ireland, Goffey and Marsh. Following voting on each nomination Mrs Gay Hill and Mr Derek Walter Webber were selected as the two candidates for the Mid Devon/West Devon area.

Clerk

Clerk

(Members of the public present left the meeting)

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 Vachon.

- 37 **Market Street Toilets** - Cllrs Yelland, Vachon and Leech declared personal interests being WDBC Members.

Cllr Rush requested a copy of the internal audit report undertaken by WDBC regarding the recent Market Street toilet proposal. Cllr Yelland advised that it was available on WDBC's website and she would email the link to Members.

Cllr Yelland/
Clerk

Cllr Leech reported that he had reviewed the condition of the toilets along with the Clerk and a paper details repairs required was circulated.

The Clerk advised that a draft Heads of Terms document, as tabled, had that afternoon been received from WDBC.

On the proposition of Cllr Ireland, seconded by Cllr Sanger (1 abstention) it was **RESOLVED** to approve the document subject to agreed comments.

Clerk

On the proposition of Cllr Ireland, seconded Cllr Leech, it was **RESOLVED** to exit and ratify decisions made in Part Two and the Chairman closed the meeting at 8.25pm.

Councillor Mrs J Yelland
Mayor