

**Minutes of Okehampton Town Council Meeting held on  
Monday 6 January 2014 in the Council Chamber, Town Hall, Okehampton  
at 7.00 pm**

**Members Present:** Councillor M Davies (Town Mayor)  
Councillor Mrs J Goffey  
Councillor Dr M Ireland  
Councillor A Leech  
Councillor C Letchford  
Councillor Mrs M McDonald  
Councillor Mrs C Marsh  
Councillor P Vachon  
Councillor D Weekes

**In Attendance:** Mrs J Gillard (Deputising for Town Clerk)

- 361. Apologies for Absence** - Apologies for absence were presented on behalf of Councillor K Ball.
- 362. Deferment of Business** - (for comment by the public) - There were no questions raised by members of the public present.
- 363. West Devon Borough Council** - The Acting Clerk advised that Councillor K Ball had stated that Borough Councillors' email addresses are now appearing on the website. The accuracy of this was questioned by Members present, Clerk to investigate further.
- 364. Devon County Council** - The Acting Clerk advised that Councillor K Ball had informed her that the potential change of hours at the recycling centre had gone through all the correct channels and full consultation with those involved had taken place in connection with any proposed changes.
- 365. Adoption of Minutes of Committees and to Receive Questions from Members Thereon** -
- 365.1 Policy and Resources Committee** - Councillor Mrs M McDonald invited Members to adopt the minutes of the meeting of the Policy and Resources Committee held on 28 October 2013. Councillor C Letchford proposed, Councillor Mrs J Goffey seconded and there being no questions or amendments the minutes were resolved unanimously.
- 365.2 Planning Committee** - Councillor A Leech invited Members to adopt the minutes of the Planning Committee meetings held on 21 October 2013 and 18 November 2013. Councillor Dr M Ireland proposed, Councillor P Vachon seconded and there being no questions or amendments, the minutes were resolved unanimously.
- 365.3 Parks Committee** - Councillor Mrs C Marsh invited Members to adopt the minutes of the Parks Committee meeting held on 7 October 2013. Councillor Mrs C Marsh

proposed, Councillor Dr M Ireland seconded and there being no questions or amendments, the minutes were resolved unanimously.

**365.4 Property Committee** - Councillor Mrs J Goffey invited Members to adopt the minutes of the meetings of the Property Committee held on 14 October 2013 and 18 November 2013. Councillor A Leech proposed, Councillor C Letchford seconded and there being no questions or amendments, the minutes were resolved unanimously.

**366. Full Council Meeting Minutes** - Members received the minutes of the Town Council meeting held on 4 November 2013 which were approved, signed and adopted on the proposition of Councillor A Leech seconded by Councillor Dr M Ireland.

**367. Matters Arising** -

**367.1 Town Council Vacancies** - Councillor M Davies advised that two applications to become Councillors had been received, these were from Mr Ben Stephens and Mrs Julie Yelland. An extra Council meeting is being arranged for Monday 13 January at 6.45 pm to review these applications.

**367.2 Okehampton Tourist Information Centre** - No further report.

**367.3 Mayor's Community Breakfast** - The Mayor advised the next event was organised for 15 January in the Charter Hall with catering by Oaktree Caterers, speaker to be Dr Tim Watson.

**368. Staffing Matters** - The recommendations of the working group distributed prior to the meeting, see Appendix A, were discussed and agreed as follows.

- Change in office opening hours agreed, proposed by Councillor C Letchford, seconded by Councillor Mrs J Goffey. Second line of notes to be amended to '10.00 am to 3.00 pm Monday to Thursday'.
- Point 2 Council meetings - agreed to revisit this after appointment of new Clerk.
- Point 3 Finance Assistant hours, principle agreed.
- Point 4 Job Description, agreed to remove words 'if necessary' from point 4 of document and Clerk to investigate requirement of Clerk to be premises licence holder.
- Point 5 Job Advertisement - subject to South West Councils agreement, agreed to remove the words 'applications for job share considered'. Also agreed full Council to agree shortlist of candidates for interview and suggested that candidates be interviewed by full Council and each is asked to give a presentation. Proposed by Councillor M Ireland and seconded by Councillor C Letchford. To be discussed with South West Councils for approval.
- Point 7 - proposed by Councillor D Weekes and seconded by Councillor C Letchford that the role be advertised in Okehampton Times and Western Morning News together with original sites suggested in notes.
- Point 8 agreed.
- Point 9 agreed.

**369. 2014/15 /Budgets** - Figures agreed at previous budget meetings distributed for review and it was agreed to make the following amendments to the Parks and Open Spaces budget - increase waste disposal from £1,800 to £3,000, add in capital works

equipment/new tractor £6,800, add in £1,500 Simmons' grave headstone and add in £1,500 Jubilee Bridge repairs painting - giving revised total expenditure of £120,365 with net expenditure figure of £29,215.

Democratic budget spreadsheet shows an incorrect figure at the tax charge/net income; this should now show £37,150 due to calculation error. Updated summary now shows net expenditure total of £204,545. Proposed by Councillor Mrs M McDonald to request precept of £180,983 together with council tax support grant of £24,017, giving a total of £205,000 due from West Devon Borough Council, this was seconded by Councillor D Weekes, all Councillors in favour with one abstention.

- 370. West Devon Borough Council Boundary Review** - It was agreed that Councillor C Letchford and Councillor Mrs M McDonald meet with the Clerk to produce response to review and submit on behalf of Council.
- 371. Okehampton Town Council Newsletter** - The Mayor advised this would be progressed when a new Clerk had been appointed.
- 372. Destination Okehampton** - Councillor Ireland advised that he and other representatives of the Council and the DRSA had attended a meeting at Devon Heartlands which explained the principles behind the proposed community railway project. Councillor Ireland to produce written report giving more information and to be discussed again at future meeting.
- 373. Civic Diary Report** -
- (i) Mayor's diary report attached, see Appendix B.
  - (ii) Councillor Vachon advised he had attended an event at Okehampton Rugby Club where he presented the under 14 team with a cheque, photograph now on the website.

Meeting closed 9.20 pm.

---

**Councillor M Davies**  
**Town Mayor**