

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting  
held on Monday 9<sup>th</sup> September 2019 at 7.48pm in the Council Chamber,  
Town Hall, Okehampton**

**Committee Members Present:** Councillor B Tolley (Chairman)  
Councillor J Yelland (Mayor)  
Councillor T Leech (Chairman, Planning)  
Councillor C Marsh (Chairman, Parks)  
Councillor P Vachon (Chairman, Property)  
Councillor G Button  
Councillor P Jessop  
Councillor D Sanger  
Councillor M Tucker

**Other Members Present:** Councillor Miss C Holt  
Councillor J Goffey  
Councillor P Vachon

**In Attendance:** Mrs E James (Town Clerk)

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|-------|--|---------------|
|       |  | <b>Action</b> |
| 287   | <b><u>Apologies for Absence</u></b> – None   |               |
| 288   | <b><u>Declarations of Interest</u></b> –<br>Cllr Marsh declared an interest in Item 293.1<br>Cllrs Leech, Vachon and Yelland declared an interest in Item 298 being<br>Members of WDBC   |               |
| 289   | <b><u>Deferment of Business</u></b> – None   |               |
| 290   | <b><u>Members' Questions</u></b> – None  |               |
| 291   | <b><u>Minutes</u></b> – The minutes of the Policy and Resources Committee meeting<br>held on 15 <sup>th</sup> July 2019 were <b>APPROVED</b> and signed by the Chairman on the<br>proposition of Cllr Marsh, seconded by Cllr Vachon.  |               |
| 292   | <b><u>Matters Arising</u></b> – None   |               |
| 293   | <b><u>Grant Applications</u></b> – The Committee considered the following applications<br>for a Town Council grant:  |               |
| 293.1 | <b><u>Okehampton Duke of Edinburgh's Award</u></b> – On the proposition of<br>Cllr Vachon, seconded by Cllr Tucker (1 abstention), it was <b>RESOLVED</b> to<br>award a grant of £500 towards the cost of insuring the equipment held by the<br>group  | Clerk         |
| 294.2 | <b><u>Okehampton Armed Forces and Veterans Breakfast Club</u></b> – The request was<br>deferred until the next meeting at the request of Cllr Tolley   |               |
| 295   | <b><u>Finances</u></b> -   |               |
| 295.1 | On the proposition of Cllr Yelland, seconded by Cllr Tucker, the<br>management accounts for month ended 30 <sup>th</sup> June 2019 (month 3) and<br>31 <sup>st</sup> July 2019 (month 4) were <b>approved</b> .<br><br>Cllr Goffey requested a future agenda item regarding obtaining a credit/debit<br>card | Clerk         |
| 295.2 | A reduced version of the monthly account pack circulated to Councillors in<br>relation to item 295.1 was considered. Cllr Vachon commented that it was<br>much easier to read, information was not duplicated and it substantially   |               |

reduced the amount of paper required. The Clerk advised that a full version would be available every month in the office.

On the proposition of Cllr Yelland, seconded by Cllr Leech, it was **RESOLVED** to approve the revised version.

**295.3** On the proposition of Cllr Marsh, seconded by Cllr Vachon, the schedule of payments was **APPROVED**.

**296** **Councillor Audits** – Cllr Marsh reported she had undertaken audit checks of the bank reconciliations and online banking payments to date, and there were no issues to report. The next audit was due to take place the following day.

**297** **External Audit Certificate** – It was noted that the external auditors report and certificate in relation to the Annual Governance & Accountability Return for the year ended 31<sup>st</sup> March 2019 had been received and no recommendations or issues had been raised.

**298** **Council Tax Support Grant for 2020/21** – The paper previously circulated regarding the proposed withdrawal of the grant from WDBC and impact this would have on the Council's budget was noted. The Clerk reported that the Council had set aside approximately 50% of the loss this year to cushion the blow.

On the proposition of Cllr Jessop, seconded by Cllr Tucker (3 abstentions) it was **RESOLVED** that the Clerk write to WDBC indicating the Council's disappointment in the potential withdrawal of the grant, but thanking WDBC for continuing to pay it to Town and Parish Councils over the last few years.

Clerk

**299** **Review of Policies and Documents** –

**299.1** On the proposition of Cllr Leech, seconded by Cllr Jessop, it was **RESOLVED** that the following policy be recommended to full Council for approval:

- Simmons Park & Kempley Meadows Management Plan

Clerk

**299.2** The Committee noted that the NALC model Financial Regulations had been updated and that the Council's regulations would be updated in due course.

**299.3** On the proposition of Cllr Leech, seconded by Cllr Yelland, it was **RESOLVED** that the following Committee Terms of Reference (ToR) be recommended to full Council for approval:

- Planning Committee

Clerk

It was noted that the agenda also referred to the ToR for the Property Committee which had been approved by full Council directly prior to this meeting in relation to Charter Hall Licencing.

**299.4** **Terms of Reference (ToR) for Working/Task & Finish Groups** – It was agreed that the ToR for the 800<sup>th</sup> Anniversary of the Market Charter in 2020 be deferred for consideration following the report by the Group later in the meeting.

Clerk

Cllr Vachon queried the need for the VE & VJ Day Group to be clerked by an Officer and held during working hours. Following debate, on the proposition of Cllr Yelland, seconded by Cllr Marsh (1 against, 1 abstention), it was **RESOLVED** that Working/Task & Finish Groups would be clerked by an Officer and held during normal working hours.

On the proposition of Cllr Marsh, seconded by Cllr Leech, it was **RESOLVED** to approve the following ToR's:

- Charities
- Investment
- IT Review
- 75<sup>th</sup> Anniversary of VE & VJ Days in 2020
- Civic Regalia
- Climate Change

**300 Reports of Council Working/Task & Finish Groups -**

**300.1** 800<sup>th</sup> Anniversary of the Market Charter in 2020 – A meeting had been held and it had been established that it was not an anniversary of a Market Charter, but that of a Licence. There was a 400<sup>th</sup> anniversary also coming up in 2023.

On the proposition of Cllr Marsh, seconded by Cllr Tucker, it was **RESOLVED** to amend the group title and ToR to 'Anniversary of Markets, Fairs and Charters'

Clerk/Ass.  
Clerk

**300.2** Civic Regalia Review – The Clerk reported that the Chains had been sent to Fattorini and had been received back by the Council. Options and costings were awaited. Fattorini had undertaken a valuation which was noted by the Committee, the Council's insurer had been advised.

The Civic Robes had been sent to Michaels Civic Robes, who reported that the robes were all in overall good condition and they had been cleaned prior to being returned.

**300.3** Investment – Meeting to be arranged in due course

**300.4** IT System Review – The new system was due to be installed the week commencing 16<sup>th</sup> September following which other aspects of IT would be reviewed by the group and recommendations made to the Committee.

**300.5** 75<sup>th</sup> Anniversary of VE & VJ Days in 2020 – No meeting had yet been held

**300.6** Policy Group – On the proposition of Cllr Yelland, seconded by Cllr Jessop, it was **RESOLVED** that the Group be closed and that delegated authority be given to the Clerk and Chairman of the Committee to work together to review policies as required for recommendations to be made to the Committee.

**301 Members' Reports and Requests for Agenda Items –**

**301.1** Citizens Advice – Cllr Button reported that the next newsletter on which she would report was awaited.

**301.2** DALC Larger Councils Sub-Committee – No meeting had been held to report upon. On the proposition of Cllr Tolley, seconded by Cllr Yelland, it was **RESOLVED** that the Assistant Clerk also attend the DALC AGM and Conference annually if possible.

Clerk

**301.3** Fairtrade – Fairtrade Fortnight was being held in February 2020 and Cllr Button reported that she was hoping to get the primary school involved.

**301.4** Okehampton & District Community Transport Group – A new mini bus had been purchased following a charitable donation, and Crowdfunding was being used to help fund the replacement of the other mini bus. A fundraising quiz raising £100 had recently been held.

**301.5** Twining Association – Cllr Tucker requested that this role be extended to include international relationships, to be included on a future agenda.

Clerk

**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 Jessop.

**302** Debtors – The Clerk’s report and action being taken was noted by the Committee.

**Action**  
Clerk

On the proposition of Cllr Leech, seconded Cllr Tucker, it was **RESOLVED** to exit and ratify decisions made in Part Two and the Chairman closed the meeting at 8.55pm

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**Cllr Tolley**  
**Chairman**

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