

**Minutes of the Okehampton Town Council Policy and Resources Committee**  
**Meeting held on Monday 20 January 2014 in the Council Chamber,**  
**Town Hall, Okehampton at 7.00 pm**

**Committee Members Present:** Councillor Mrs M McDonald (Chair)  
Councillor C Letchford  
Councillor A Leech (Chair, Planning)  
Councillor Mrs J Goffey (Chair, Property)  
Councillor Mrs C Marsh (Chair, Parks)

**Other Members Present:** Councillor B Stephens  
Councillor Mrs J Yelland

**In Attendance:** Mrs J Gillard (Acting Town Clerk)  
Mrs M Kenyon (CAB)

**395. Apologies for Absence** - Apologies for absence were presented on behalf of Councillor M Davies, Councillor K Ball and Councillor D Weekes.

**396. Deferment of Business** (for comment by the public) - There were no members of the public present.

**397. Members' Questions** - There were no questions from Members regarding the workings of the Committee.

**398. Minutes** - The minutes of the Policy and Resources Committee meetings held on Monday 25 November 2013 and Monday 2 December 2013 were approved and signed by the Chairman on the proposition of Councillor A Leech and seconded by Councillor Mrs C Marsh.

**CAB** - Mandy Kenyon gave a brief update on the activities of the Citizens Advice Bureau. Their aims are to provide advice to meet the people's needs and also to improve policies and practices that affect people's lives. In 2003 they merged with Tavistock CAB and they now form part of the Torridge, North, Mid and West Devon Group of CAB's. The Okehampton office is in the top 19% of CAB's for quality of service provided. The advice line provided is now Devon-wide and 480 Okehampton residents have been helped within the last 12 months. Councillors were invited to attend their premises if they had not previously seen them.

**399. Matters Arising** -

**399.1 Town Council Website** - The Acting Clerk advised the website was now working well, Councillors were requested to submit new photographs for their details and it was agreed an article should be placed in the Okehampton Times encouraging local organisations to make use of the website diary facility.

**400. Finances** - The accounts as at 31 December 2013 were approved and signed by the Chairman on the proposition of Councillor Mrs C Marsh and seconded by Councillor C Letchford. It was agreed that line 509 should be amended and the word rent

removed from the narrative and line 323 required re-wording. It was also agreed that in future when accounts are issued, they should be lettered in the top corner for ease of identification.

**401. Grant Aid -**

- 401.1** (i) Citizens Advice Bureau - Proposed by Councillor Mrs M McDonald and seconded by Councillor Mrs J Goffey to release the allocated funds of £3,500. All Councillors in agreement. Declarations of interest in this item declared before discussion by Councillor Mrs J Yelland, Councillor A Leech.
- (ii) Okehampton Sequence Dance Group - On the proposition of Councillor C Letchford and seconded by Councillor A Leech, application refused on the grounds this was a social organisation and not within the remit of the grant guidelines. Three Councillors in favour, zero against and one abstention. The Chair also agreed to revisit the wording of the terms and conditions for grants.
- (iii) The House of Rachel - Letter received clarifying how grant would be used for direct benefit of local people, proposed by Councillor Mrs C Marsh and seconded by Councillor Mrs J Goffey that the original decision to decline the application stand. All Councillors in agreement. It was pointed out that not all students at Okehampton College were residents of Okehampton and benefits to Okehampton residents therefore not seen as being in accordance with terms and conditions of scheme.
- (iv) St James Chapel Clock - Letter received requesting release of the allocated £500 towards the upkeep of the Chapel clock. Proposed by Councillor Mrs C Marsh and seconded by Councillor A Leech to release the funds. All Councillors in agreement.
- (v) Young Carers Project - Resolved to support the application with a grant of £500, proposed by Councillor A Leech, seconded by Councillor Mrs C Marsh, all Councillors in favour.
- (vi) Okehampton Fairtrade Group - Resolved to award the sum of £100 to the organisation as not all beneficiaries of the group were residents of Okehampton. Proposed by Councillor A Leech and seconded by Councillor Mrs C Marsh, all Councillors in favour.
- (vii) Okehampton and District Lions Club - Resolved to award the sum of £75 as requested. Proposed by Councillor Mrs C Marsh, seconded by Councillor Mrs J Goffey, all Councillors in favour. Declarations of interest in this item were declared before discussion by Councillor A Leech and Councillor C Letchford.

**401.2 Running Bugs and Victim Support** - The Clerk advised letters had been sent to the two organisations requesting further information, but to date no responses had yet been received.

**401.3 Museum of Dartmoor Life/TIC** - Letter received requesting funding for setting up and running TIC alongside the Museum. Proposed by Councillor Mrs C Marsh and seconded by Councillor C Letchford to request detailed business plan before a decision could be reached on the request. Noted that, as in previous years, £3,500 had been allocated in the next year's budget for the Museum and also £1,500 to support the Tourist Information Centre.

**402. Investment of Town Council Funds** - Deferred until next meeting.

**403. Community Asset Register** - Deferred until next meeting.

**404. Members' Reports** -

- (i) Link Committee - no meeting.
- (ii) DAPC - no report.
- (iii) Liaison - no meeting.
- (iv) Okehampton College Community Forum - no update.
- (v) CAB - presentation made earlier in evening by Mandy Kenyon.
- (vi) Fairtrade - Fairtrade Fortnight commences on 24 February and the group trying to encourage involvement from the Primary School.
- (vii) Community Transport - it was reported that a grant had been allocated to the group by the Charities of Holditch.

**405. Recruitment** - The Acting Clerk advised the Town Clerk role had now been advertised and to date two enquiries received.

**406. Urgent Items** - The Clerk advised there was a course in Okehampton for new Councillors shortly, agreed Councillors Mrs J Yelland and B Stephens to attend and also to investigate relevance of finance course for the Finance Assistant.

Meeting closed at 8.30 pm.

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**Councillor Mrs M McDonald**  
**Chairman**