

Minutes of the Okehampton Town Council Policy and Resources Committee
Meeting held on Tuesday 27 May 2014 in the Council Chamber,
Town Hall, Okehampton at 7.00 pm

Committee Members Present: Councillor Mrs M McDonald (Chairman)
Councillor C Letchford (Vice Chairman)
Councillor B Stephens
Councillor Mrs J Yelland
Councillor P Vachon (Town Mayor)
Councillor A Leech (Chairman, Planning)
Councillor Mrs C Marsh (Chairman, Parks)

In Attendance: P R Snell (Town Clerk)

21. **Apologies for Absence** - Apologies for absence were presented on behalf of Councillors K Ball, T Cummings, M Davies and Mrs J Goffey.
22. **Deferment of Business** (for comment by the public) - There were no members of the public present.
23. **Members' Questions** - None presented.
24. **Minutes** - The minutes of the Policy and Resources Committee meeting held on Monday 14 April 2014 were approved and signed by the Chairman on the proposition of Councillor Mrs Marsh, seconded by Councillor Leech. All in favour.
25. **Matters Arising** -
 - 25.1 **Investment of Town Council Funds** - The Chairman advised that the search for a reasonably high interest bearing account had continued, but there were no suitable alternatives currently available. The Clerk reported that from his investigations, the highest rate of interest on a deposit account was 0.4%, that being offered by CCLA. Other bank accounts were offering in the region of 0.1 - 0.2%. The Clerk was also awaiting information from Nat West Bank. It was agreed to research further options and report back at the next meeting.
 - 25.2 **Cinema Rent Deposit** - The Clerk reported on the terms of the rent deposit. The Committee agreed that the matter should be discussed with the proprietor of the Cinema and referred to the Property Committee.
26. **Financial Year End** - The Committee considered the accounts presented as at 31 March 2014. The Chairman put on record the Committee's thanks to the Finance Assistant for assiduously chasing up debtors leaving only one outstanding debtor during the year. The Chairman reported that she had been monitoring the circus tour route and looked for an opportunity to remind the management of the outstanding fee payment due. There were questions on items of detailed income and expenditure and concerning Clapps Wood income, all of which were considered matters of clarification. Subject to those, it was proposed by Councillor Stephens, seconded by Councillor Mrs Yelland, that the accounts be adopted. All in favour.

27. Grant Aid -

27.1 Okehampton Battle of the Bands and The Party in the Park - After discussion it was agreed to release the £1,000 grant that had been provided for in the budget. It was agreed that out of this grant the organisation should pay for the hire of Charter Hall for the heats and for funding of waste bins for the disposal of rubbish as well as the costs of applying for Temporary Events Licences for 25 June, 2 July and 9 July. Proposed by Councillor Letchford, seconded by Councillor Mrs Marsh with all in favour.

27.2 Okehampton Community Recreation Association (OCRA) - Councillor Mrs Marsh declared an interest. After discussion of this application it was agreed to make a grant of £500 in line with normal Council policy, proposed by Councillor Leech, seconded by Councillor Mrs McDonald, all in favour.

27.3 Okehampton Museum - Okehampton Museum had applied for a grant of £3,500, which had been provided for in the budget. On the proposition of Councillor Mrs Marsh, seconded by Councillor Mrs McDonald, it was agreed to release the grant to the Museum. All in favour.

27.4 Okehampton Tourist Information Service - The Okehampton Tourist Information Service, now located in the Museum of Dartmoor Life, had requested a grant of £1,500. This amount had been provided for in the Council's budget. On the proposition of Councillor Mrs Marsh, seconded by Councillor Mrs McDonald, the funds were released. All in favour.

28. Payment in Connection with Roof Drain Overflow - On the proposition of Councillor Mrs Marsh, seconded by Councillor Leech, a payment of £235 on account of inconvenience caused has been agreed to the tenant of Lower Market Hall after the severe roof drain leak on 28 March 2014. All in favour.

29. Parking Permits -

(i) **Terms and Conditions** - The Clerk reported the adverse effect on parking during the use of the Simmons Park car park by the Fair. It was agreed that the following amendment to the Parking Terms and Conditions for Simmons Park was necessary, '5. The permit holder acknowledges that there will be periods when parking is either restricted or not available due to, for example, Okehampton Spring Fair (May) and Autumn Fair (October). Permits are issued on the basis that the Council does not guarantee the availability of a parking space and the holder indemnifies the Town Council against any liability incurred through such non-availability.' The amendment was proposed by Councillor Stephens, seconded by Councillor Leech and approved by all.

(ii) **Renewal of Greenkeeper's Permit (Bowling Club Simmons Park)** - It was agreed to renew the greenkeeper's pass for one vehicle on the proposition of Councillor Mrs Marsh, seconded by Councillor Mrs McDonald, with all in favour.

30. **Policy Regarding use of Town Council Logo** - The Chairman reported some concern as to the uncontrolled use of the Town Council logo. After discussion, it was agreed to form a Working Group comprising the Town Mayor, Councillor Mrs Marsh, Councillor Mrs McDonald and the Clerk to investigate the rights and obligations involved with the use of the Town Council's logo and coat of arms and report back to the next meeting.
31. **Members' Reports** -
- (i) Chamber of Trade - Councillor Mrs Marsh reported that the emphasis was on the late-night Friday events for the next four months.
 - (ii) CAB - Councillor Leech reported no update.
 - (iii) Fairtrade - The report from Councillor Mrs Goffey would be forwarded by email.
 - (iv) Okehampton Carnival Committee - Councillor Mrs Yelland reported no meeting thus far.
 - (v) Okehampton College Community Forum - Councillor Leech reported no meeting.
 - (vi) Okehampton & District Community Transport Group - Councillor Mrs McDonald reported a profit of £240 on a recent coffee morning.
 - (vii) DALC - The Clerk reported no 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 Councillor Leech, seconded by Councillor Mrs Marsh.

32. **Staffing implications pursuant to change of office hours**

Meeting closed at 8.05 pm.

Councillor Mrs M McDonald
Chairman