

**Minutes of the Okehampton Town Council Policy and Resources Committee  
held on Monday 27 October 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 K Ball  
Councillor B Stephens  
Councillor Mrs J Yelland  
Councillor P Vachon (Town Mayor)  
Councillor Mrs J Goffey (Chairman, Property)  
Councillor Mrs C Marsh (Chairman, Parks)

**Other Members Present:** Councillor Dr M Ireland

**In Attendance:** P R Snell (Town Clerk)

**293. Apologies for Absence** - Apologies for absence were presented on behalf of Councillor A Leech.

**294. Deferment of Business** (for comment by the public) - None.

**295. Members' Questions** - None presented.

**296. Minutes** - The minutes of the Policy and Resources Committee held on Monday 1<sup>st</sup> September 2014 and Monday 22<sup>nd</sup> September 2014 were approved and signed by the Chairman on the proposition of Councillor Marsh, seconded by Councillor Goffey with all in favour.

**297. Matters Arising** -

**297.1 Co-option of Member** - The Clerk reported that to date three enquiries and one application had been received, with a closing date for applications of 30 October 2014. There would be an agenda item on the following week's Full Council meeting to agree a selection process with a view to convening a Special Council meeting on 10 November to consider applications received.

**297.2 Fair and Carnival** - The outstanding issues concerning the fair had been discussed at two meetings with the proprietors attended by the Clerk and Councillor Marsh and Councillor McDonald respectively. A procedure for handling donations collected by the Fair on behalf of the Carnival Committee was noted. The Fair management had requested consideration of a three-year licence arrangement commencing 2015. The Committee noted that this request would be taken forward to the Parks Committee for consideration.

**297.3 Circus** - The Clerk was progressing a letter concerning outstanding licence fees to the proprietor of the circus.

**298. Grant Applications** - None received.

**299. Grant Acknowledgements and Feedback Forms Received -**

**299.1 Get Changed Theatre Company** - The Committee noted receipt of the feedback form together with a full report on how the grant was spent from Get Changed Theatre Company.

**299.2 Ockment Centre** - The Committee noted the letter of thanks received from the Ockment Centre. Associated financial information was available for inspection.

**300. Finances** - The Committee considered and agreed the management accounts for the month ended 30 September 2014. The Committee noted that there was tight control of debtors and formally recorded thanks to the office staff for continuing efforts on this front. In response to a previous question, the Clerk reported that he had anticipated at year end there would be a minimum of £70,000 of 'free reserves'. Acceptance of the management accounts was agreed by the Committee on the proposition of Councillor Ball, seconded by Councillor Vachon with all in agreement.

**301. Report on Charitable Trusts for year ended 31 March 2014** - The Clerk presented a paper summarising the background to the three charities for which the Council Members are trustees, namely the Town Hall Charity (202910), Simmons Park Charity (1101388) and Kempley Meadows and Cricket Fields (1104121). After discussion, the Committee agreed to recommend the annual returns to the trustees in the following detail:

- a) The Town Hall Charity: nil income, nil expenditure for the year ended 31 March 2014.
- b) Simmons Park Charity: income £2,807; expenditure £2,807 for the year ended 31 March 2014.
- c) Kempley Meadows and Cricket Fields: nil income, nil expenditure for the year ended 31 March 2014.
- d) For future budget considerations, income from the investments be recorded as Parks income as this more closely aligns the income with the purposes of the charity.
- e) That the fund administrators be informed the correct form of the account holder is Simmons Park Charity - Okehampton Town Council.

The recommendation was made on the proposition of Councillor Goffey, seconded by Councillor Stephens with all in agreement.

**302. Members' Reports -**

- (i) Chamber of Trade - Councillor Marsh reported that the evening event at the end of October was cancelled due to a number of other events planned.
- (ii) CAB - Nothing to report.
- (iii) Fairtrade Group - Councillor Goffey reported that the Fairtrade Town plaque had been received to be displayed in the entrance lobby and that a further notice encouraging the use of Fairtrade products had been positioned in the Charter Hall kitchen.
- (iv) Okehampton Carnival Committee - Councillor Yelland reported that there had been an increase in the tableaux for this year with some newcomers attending. Approximately £1,745 had been collected on the night, there had been a complaint from a resident in Kempley Road which had been dealt with by the

Carnival Committee. It was noted that during the road closure some motorists had been abusive.

- (v) Okehampton College Community Forum - Nothing to report.
- (vi) Okehampton & District Community Transport Group - Nothing to report due to postponed meeting.
- (vii) Devon Association of Local Councils - The Mayor and the Clerk had attended the Annual General Meeting of DALC on 11 October. Presentations had been made by Tom Vaughan (Devon County Council Highways) with an introduction to the road warden scheme noting public liability insurance issues. There was further mention of the snow warden scheme and concern had been expressed at councils having to purchase their own salt stores and arrange storage for it. A presentation by Mr Patrick Haddow involving engagement with young people had highlighted various initiatives that had been taken in Kingsteignton such as youth council, engaging through young people's media, school ambassadors and skate festivals. Dr Jonathon Owen, the new Chief Executive Officer of the National Association of Local Councils, gave a presentation in the afternoon which focused on the continuing effect on non-statutory services, the continuing devolution of responsibilities by county and district local government tiers, and the consequential increased responsibilities for town and parish councils for employment issues.

## **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 Yelland, seconded by Councillor Ball, with all in agreement.

### **303. Staff Matters**

### **304. Insurance Matters**

The meeting was closed at 8.05 pm.

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