

**Minutes of the Okehampton Town Council Policy and Resources Committee  
held on Monday 24 November 2014 in the Council Chamber,  
Town Hall, Okehampton at 7.00 pm**

**Committee Members Present:** Councillor Mrs M McDonald (Chairman)  
Councillor C Letchford  
Councillor K Ball  
Councillor Mrs C Marsh  
Councillor B Stephens  
Councillor Mrs J Yelland  
Councillor P Vachon (Town Mayor)  
Councillor A Leech (Chairman, Planning)  
Councillor Mrs J Goffey (Chairman, Property)

**Other Members Present:** Councillor R Tolley

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

**Action**

**353. Urgent Items for Report** - The Clerk reported that the caravans at Simmons Park had moved on the previous weekend. During their stay he, together with Councillor Marsh, had met with the caravanners and insisted that they were liable for payment of day tickets for their caravans. They had also made a contribution towards the cost of clearing rubbish.

**354. Apologies for Absence** - Apologies for absence were presented on behalf of Councillor Cummings.

**355. Welcome to New Council Member** - The Chairman welcomed Councillor R (Bob) Tolley to his first meeting of Okehampton Town Council. The Clerk confirmed that Councillor Tolley had signed the Declaration of Acceptance of Office.

**356. Deferment of Business**

**356.1 Presentation on behalf of the Museum of Dartmoor Life and Tourist Information Point** - The presentation was made jointly by Mrs Debbie Pritchard (Chairman of Trustees) and Mr R Jennings (Treasurer). The Trustees acknowledged with gratitude the support given by Okehampton Town Council, noting in particular that it was only the Town Council that was providing financial support for the Tourist Information Service. They provided a report on activities and the current funding mix as well as development prospects. A letter requesting continued support for the Museum and Tourist Information Service had been received by the Council, and the Chairman noted that it would be considered in the next financial year as a grant had already been awarded in the current year. The Chairman thanked both Mrs Pritchard and Mr Jennings for the presentation and they left the meeting.

356.2 A member of the public attending expressed his concern at the number of attacks of vandalism on glass windows at the Victorian Arcade (former Red Rooster premises) and East Street and his difficulty in contacting the police concerning the matter. Councillor Leech offered to progress the complaint at the next Okehampton Matters meeting.

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

358. **Minutes** - The minutes of the Policy and Resources Committee held on Monday 27 October 2014 were approved and signed by the Chairman on the proposition of Councillor Letchford, seconded by Councillor Goffey and agreed.

359. **Matters Arising** -

359.1 **Carnival and Fair** - The Clerk reported that the measures discussed at the previous meeting had been implemented.

359.2 **Circus** - Discussed under Part Two.

360. **Grant Applications** -

360.1 The Committee considered an application from Exeter Relate for £500. After discussion it was agreed to defer decision on this application pending receipt of further information about the actual benefit gained by the Okehampton community.

Clerk

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

361.1 **Okehampton Carnival** - The Committee noted the letter of appreciation from Okehampton Carnival Committee.

362. **Finances** - The Committee considered the management accounts for the month ended 31 October 2014. The Clerk agreed to report back on the journal entry concerning VAT. The Committee commended the staff team on maintaining excellent debtor control. Acceptance of the management accounts was agreed by the Committee on the proposition of Councillor Ball, seconded by Councillor Yelland with all in agreement.

Clerk

363. **Poppy Wreath** - (Councillor Stephens declared an interest) - On the proposition of Councillor Leech, seconded by Councillor Ball, the Committee ratified a payment of £50 for the Council wreath. The Clerk advised that this should be recorded as a Section 137 grant, noted by the Committee.

364. **Preliminary Budget Discussion** - The Clerk reported that in compiling the initial stages of the draft budget, a small margin had been included for the possibility of additional project staffing. Councillor Marsh confirmed that at present no provision had been made for any transfer of assets from West Devon Borough Council. The Committee noted the need to provide for

election expenses, and also the gradual reduction of council tax support grant which needed to be compensated for in the precept. It was further noted that capping of precepts for town and parish councils was not yet a factor, but that this was a likely development for the future.

**365. Members' Reports -**

- (i) Chamber of Trade - Councillor Marsh reported that a meeting was scheduled for later in the week. Councillor Goffey reported that Small Business Saturday was scheduled for 6 December with the local MP to visit small businesses.
- (ii) CAB - Councillor Leech reported that the Chief Executive Officer of the regional CAB was due to make a presentation to West Devon Borough Council later in the week. The Clerk agreed to chase up the invitation to Mr Davis to make a presentation to Okehampton Town Council.
- (iii) Fairtrade - Councillor Goffey reported that a meeting was scheduled for later in the week.
- (iv) Okehampton Carnival Committee - Councillor Yelland reported that a meeting was scheduled for later in the week.
- (v) Okehampton College Community Forum - Councillor Leech reported that negotiations were continuing on the transfer of assets between Devon County Council and the College Co-op.
- (vi) Okehampton & District Community Transport Group - No meeting.
- (vii) DALC - The Clerk reported on a meeting of the Larger Councils Sub-Committee on 6 November 2014. Simon Kitchen (Devon County Council Pilot Programme Lead for Tavistock) reported on the Delivering Differently and Locality Leads programmes. On Locality Leads, eleven senior officers had been allocated to working within communities, notionally one day per week, to facilitate activity on the ground. It was acknowledged that there was a wide variation in the way in which the Locality Leads were working with communities. It was advised that councils should prepare for the gradual disappearance of the mitigation grant, representing the diminishing amount of the council tax support grant. DALC was currently preparing new councillor training for the following year noting an election year in the offing with the potential for many new councillors.

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 Councillor Ball, seconded by Councillor Marsh and agreed.

**366. Staffing**

**Action**

359.2 Circus (as previous)

The meeting was closed at 8.22 pm.

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