

**Minutes of the Okehampton Town Council Policy and Resource Committee
held on Monday 16 February 2015 in the Council Chamber,
Town Hall, Okehampton at 7.00 pm**

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

Other Members Present: Councillor D Weekes

In Attendance: P R Snell (Town Clerk)

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| 508. <u>Apologies for Absence</u> - Apologies for absence were presented on behalf of Councillor K Ball. | |
| 509. <u>Deferment of Business</u> - Nil. | |
| 510. <u>Members' Questions</u> - None presented. | |
| 511. <u>Minutes</u> - The minutes of the Policy and Resources Committee meetings held on 12 and 19 January 2015 were approved and signed by the Chairman on the proposition of Councillor Letchford, seconded by Councillor Stephens and agreed. | |
| 512. <u>Matters Arising</u> - | |
| 512.1 <u>Co-option to Casual Vacancies</u> - The Chairman reported that the Working Group had outlined a revised draft package which will be prepared for circulation and consideration at the next meeting. | Clerk |
| 513. <u>Grant Applications</u> - | |
| 513.1 <u>CAB (Torridge, North, Mid & West Devon)</u> - A request for grant support for the financial year 2014-15 had been received which superseded the request previously received. It was resolved to award a grant of £3,500 (section 137) to support the work of the Bureau in Okehampton on the proposition of Councillor Cummings, seconded by Councillor Leech. | |
| 513.2 <u>The Turning Tides Project</u> - Consideration of a grant request for £500 was deferred pending clarification and further information requested. | |
| 513.3 <u>Okehampton Fairtrade Group</u> - It was resolved to make a grant of £150 | |

towards the cost of the Fairtrade Schools Conference at Okehampton College on the proposition of Councillor McDonald, seconded Councillor Leech and agreed.

513.4 North Dartmoor Search & Rescue Team - (The Mayor declared a personal interest on this item.) It was resolved to award a grant of £500 (section 137) towards marking and the livery of a new Land Rover on the proposition of Councillor McDonald, seconded Councillor Cummings.

514. Grant Acknowledgements, Feedback Forms Received and Unclaimed Grants - The Clerk reported that a cheque for the balance of the grant to Okehampton Senior Voice was ready for despatch in accordance with the course of action previously agreed and the matter was now closed. It was agreed to review the receipt of feedback forms and, where appropriate, to request submission of the same.

Clerk

515. Finances - The Committee considered the management accounts for the month ended 31 January 2015. Acceptance of the management accounts was agreed by the Committee on the proposition of Councillor Marsh, seconded Councillor Yelland.

516. Revision of Standing Orders - The Chairman reported that the Standing Orders had now been fully re-drafted and thanked the members of the Working Group (Mrs Gillard, Councillor Letchford and the Clerk) for their input. After discussion, it was agreed to recommend for adoption by the full Council both the Standing Orders and the new Protocol on the Filming and Recording of Town Council and Committee Meetings on the proposition of Councillor Goffey, seconded Councillor Marsh.

517. Parklands Sports Centre - (Councillor Leech declared a personal interest.) Councillor Leech reported that he and Councillor Davies had attended the Parklands User Group meetings on behalf of the Town Council and noted that there had been no formal communication with the Council on the potential for a community bid concerning the operation of Parklands Leisure Centre. He proposed that an email be sent to West Devon Borough Council to express disappointment that no formal consultation had been offered with the Okehampton parties (Okehampton Town Council, OCRA and the College) and that information on the strategic review of the leisure centre be made available. Action seconded by Councillor Cummings and agreed.

Clerk

518. Re-investment of Funds - The Clerk reported that the 6 month Nationwide Business Account was approaching maturity. He recommended that the deposit could reasonably be invested for a one year term. The war bond certificate (£250) was about to be redeemed at the same time. On the proposition of Councillor McDonald, seconded Councillor Marsh it was agreed to transfer the maturing 6 month deposit of £20,000 + interest together with the maturing war bond fund (£250) into a one year Nationwide Business Deposit Account.

519. Town Council Memberships - The Committee agreed to renew annual

subscriptions of the following bodies: Devon Association of Local Councils (DALC), Society of Local Council Clerks (SLCC) and the Okehampton Chamber of Trade on the proposition of Councillor McDonald, seconded Councillor Goffey with all in agreement.

520. Review of Policies - The Clerk brought the following policies for consideration for renewal by the Committee:

- (i) Risk Assessment Management
- (ii) Statement of Internal Control
- (iii) Investment Strategy.

After discussion and on the proposition of Councillor Goffey, seconded Councillor McDonald it was agreed to recommend adoption to the full Council.

521. Members' Reports and Requests for Agenda Items -

- (i) Chamber of Trade - Councillor Mrs Marsh reported that the annual members' dinner was forthcoming.
- (ii) CAB - No report.
- (iii) Fairtrade - Councillor Mrs Goffey reported that the Fairtrade Fortnight was about to start and would include a presentation by a tea producer at the Okehampton College Conference.
- (iv) Okehampton Carnival Committee - Councillor Mrs Yelland reported that there had been much positive feedback from the Carnival and that judging of the children's costumes had gone down well. At short notice a samba band had requested the opportunity to join in and this had also been a positive development. It was noted that although a uniformed police presence had been promised, no police had been present on the evening. It was agreed to refer this to Okehampton Matters for further consideration.
- (v) Okehampton College Community Forum - No report.
- (vi) Okehampton & District Community Transport Group - Councillor Mrs McDonald reported that a meeting had taken place the previous week and that funding was an item for consideration. The office was looking for grant support in order to purchase new computer equipment.
- (vii) DALC - The Clerk reported that he had attended the recent meeting of the Larger Councils Sub Committee which had discussed the following themes:
 - a) Locality Leads - 10 councils involved including Okehampton which currently has a vacancy
 - b) Delivering Differently - a pilot programme led by Devon County Council involving 3 town councils now coming to an end (different responses to effectiveness)
 - c) to note that public toilets currently attract business rates
 - d) discussion of bus service losses and alternatives to withdrawal of service
 - e) Neighbourhood Plans - several towns and parishes at different stages of production of a Neighbourhood Plan but none represented through to the inspector stage at present.

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 McDonald, seconded Councillor Stephens and agreed.

522. **Staff Matters**

523. **Long-term Debtor**

Action

The meeting was closed at 8.37 pm.

Councillor Mrs M McDonald
Chairman