

**Minutes of the Okehampton Town Council Policy and Resources Committee held on
Monday 15 June 2015 in the Council Chamber,
Town Hall, Okehampton at 7.00 pm**

Committee Members Present: Councillor B Stephens (Chairman)
Councillor Mrs J Yelland
Councillor Mrs V Cushing
Councillor Mrs C Marsh
Councillor B Tolley
Councillor D Weekes
Councillor P Vachon (Town Mayor)
Councillor Mrs J Goffey (Chairman, Property)
Councillor A Leech (Chairman, Planning)

In Attendance: P R Snell (Town Clerk)

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| 45 <u>Apologies for Absence</u> - None. | |
| 46 <u>Deferment of Business</u> - There were no members of the public present. | |
| 47 <u>Members' Questions</u> - None presented. | |
| 48 <u>Minutes</u> - The minutes of the Policy and Resources Committee held on Monday 20 April 2015 were approved and signed by the Chairman on the proposition of Councillor Marsh, seconded by Councillor Goffey. | |
| 49 <u>Matters Arising</u> - | |
| 49.1 Farmers' Market - There had been no further requests for assistance from the Farmers' Market. The Bakery Stall had requested permission to operate more frequently from the St James' Chapel site, subject to approval by the Trustees. No objections raised. | |
| 49.2 Financial Standing Orders - It was agreed to convene a working group to review Financial Standing Orders and report to the Committee. It was agreed the working group would consist of Councillors Stephens, Yelland, Leech and the Clerk. | |
| 50 <u>Grant Applications</u> - Declarations of interest: Councillor Leech (50.1); Councillor Marsh (50.4) | |
| 50.1 Museum of Dartmoor Life - The Committee considered a request to make a grant of £3,500 to the Museum under the provisions of Section 137 (LGA 1972). After discussion, it was resolved to confirm the grant, as provided for | |

in the budget, on the proposition of Councillor Marsh, seconded by Councillor Weekes. (One abstention)

50.2 Museum of Dartmoor Life - Tourist Information Point – The Committee considered the request for a grant in the amount of £1,500 and resolved to confirm the grant, as provided for in the budget, on the proposition of Councillor Marsh, seconded Councillor Weekes.

50.3 Turning Tides Project - After consideration, it was resolved to award a grant of £400 under the provisions of Section 137 (LGA 1972) towards room hire, facilitator and materials on the proposition of Councillor Goffey, seconded by Councillor Yelland.

50.4 OCRA - After discussion, it was resolved to award a grant of £500 to OCRA to support the Okehampton Sports and Fitness Festival in July 2015 on the proposition of Councillor Weekes, seconded Councillor Weekes. (One abstention)

50.5 All Saints PCC - The Committee considered a letter from All Saints PCC inviting a contribution towards the cost of resurfacing the car park adjacent to the Council’s burial ground. After discussion, it was agreed that a request might be considered if it were submitted on the appropriate form with an indication of the amount of grant requested.

Clerk

51 Grant Acknowledgements and Feedback Forms Received - The Committee noted letters of thanks for grants received from the Okehampton and District Community Transport Group and North Dartmoor Search and Rescue Team. A Feedback form had been received from OCRA for the grant received in 2014.

52 Finances -

52.1 Management Accounts - The Committee considered the management accounts for the month ended 30 April 2015. The Clerk reported on variances. The Clerk agreed to clarify the payee of the unrepresented cheque no. 11679 (£500). Adoption of the management accounts was agreed by the Committee on the proposition of Councillor Yelland, seconded by Councillor Marsh.

52.2 Annual Return 31 March 2015 - The Committee considered the Annual Return for the year ending 31 March 2015 together with comments made by the Internal Auditor. The Clerk confirmed that the comments noted had been reflected in the Return and that the value of Fidelity Insurance cover would be taken up with the insurers. The Annual Return was approved for recommendation and adoption by the full Council on the proposition of Councillor Weekes, seconded Councillor Marsh.

53 Councillor Training - The Committee noted that Councillors Cushing and Rush were booked on training: 'Being an Effective Councillor' on 15 September and that Councillor Carpenter had attended the course this day. Councillors Stephens and Yelland were booked onto Chairmanship training. Reports as to the effectiveness of the training would be welcomed in due course. There was discussion on training for Safeguarding and it was noted that blanket training was not appropriate where there was no identified rationale, there being no reason for councillors or staff to be in regular, unsupervised contact with vulnerable children or adults.

54 Members' Reports and Requests for Agenda Items -

- (i) Chamber of Trade - Councillor Marsh. The current focus was on the Food and Music Festival (4 July).
- (ii) CAB - Councillor Leech. CAB due to make a presentation to West Devon Borough Council.
- (iii) Fairtrade - Councillor Cushing. The Fairtrade Group would be active at the Food and Music Festival and at the Okehampton Show (13 August) where they would be sharing a stall with the WI. Fairtrade Fortnight would take place at the end of February 2016.
- (iv) Okehampton Carnival Committee - Councillor Yelland. The Committee were inviting entries for 'royalty'. This year's theme to be nursery rhymes. Recent coffee morning had provided a contribution to the Carnival fund. New committee members were active.
- (v) Okehampton College Community Forum - Councillor Leech. The process for converting to a co-operative was continuing.
- (vi) Okehampton & District Community Transport Group - No attendance at last meeting. Councillor Cushing reported that a display had been set up at the Co-op store to recruit new drivers, due to shortage.
- (vii) DALC - Councillor Stephens & Town Clerk. Last meeting of Larger Councils Sub-Committee recommended to DCLG that streamlining process for submitting applications for local council elections be considered. NALC investigating illogical business rates on public toilets. No support for introduction of ombudsman for town & parish council tier. County AGM on 15 October.

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 Marsh, seconded by Councillor Vachon and agreed.

55 Staff Matters

Action

The meeting exited Part II and was closed at 7.58 pm.

**Councillor Stephens
Chairman**