

**Minutes of Okehampton Town Council Policy and Resources Committee held on Monday
19 October 2015 in the Council Chamber, Town Hall, Okehampton at 7.45 pm**

Committee Members Present: Councillor B Stephens (Chairman)
Councillor Mrs J Yelland (Vice Chairman)
Councillor Mrs V Cushing
Councillor Mrs C Marsh
Councillor B Tolley
Councillor D Weekes (left at 8.30 pm)
Councillor P Vachon (Town Mayor)
Councillor A Leech (Chairman, Planning)
Councillor Mrs J Goffey (Chairman, Property)

Other Members Present: Councillor Miss C Holt
Councillor Dr M Ireland

In Attendance: P R Snell (Town Clerk)

	Action
227. <u>Apologies for Absence</u> - Apologies were presented on behalf of Councillor Cummings.	
228. <u>Deferment of Business</u> - No public presence.	
229. <u>Members' Questions</u> - None presented.	
230. <u>Minutes</u> - The minutes of the Policy and Resources Committee held on Monday 21 September 2015 were approved and signed by the Chairman on the proposition of Councillor Marsh, seconded by Councillor Yelland and agreed.	
231. <u>Matters Arising</u> -	
231.1 <u>Review of Financial Regulations</u> - The Chairman reported that the review was progressing, examples had been considered and a draft text would be brought to the next meeting with a recommendation for full Council for adoption.	
231.2 <u>Meldon Viaduct Company</u> - Councillor Marsh declared a personal interest. The Clerk reported on the responses that had been received from the Meldon Viaduct Company Limited with reference to grants received from the Okehampton Hamlets Parish Council and projected works over the next few years. Councillor Marsh added, as a trustee to the company, that the periodic inspection of the structure was likely to cost around £20,000 but provision had been made in the interim for smaller scale maintenance inspections.	
232. <u>Grant Applications</u> -	

- 232.1 Okehampton Rugby Football Club Junior Section** - The Committee considered an application for up to £500 to support the junior teams in participating in a national competition in Bournemouth. After discussion, it was agreed to make a grant of £330 as a contribution towards the tour shirts on the proposition of Councillor Vachon, seconded Councillor Weekes.
- 232.2 Okehampton Carnival - request for grant** - (Councillor Marsh declared a personal interest.) The Committee considered the request for the release of the budgeted grant and, on the proposition of Councillor Leech, seconded by Councillor Goffey, resolved to award £1,000 towards the costs of funding the annual Okehampton Carnival.
- 232.3 Okehampton Branch Royal British Legion** - (Personal interest declared by Councillors Stephens and Weekes.) The Committee considered a request from the Royal British Legion for a donation to include the cost of the Town Council's poppy wreath and resolved to award a donation of £50 under provision of section 137 of LGA 1972 on the proposition of Councillor Marsh, seconded Councillor Tolley.
- 233. Grant Acknowledgements and Feedback Forms Received** - A letter of appreciation had been received from Get Changed Theatre Company towards the costs of producing the 20th Anniversary Book.
- 234. Finances -**
- 234.1 Management Accounts** - The Committee agreed and adopted the management accounts for the month ended 30 September 2015 on the proposition of Councillor Yelland, seconded Councillor Goffey.
- 234.2 Internal Audit** - The Clerk reported that the interim audit report had been received and circulated with no adverse observations raised. The Committee noted a good audit.
- 235. Budget 2016-17** - The Committee discussed possible special items that would fall under the Administration and Democratic budget headings for the forthcoming budget year and requested that the following bullet points be noted for inclusion:
- marketing budget for promotion of the town
 - additional legal and professional budget for projects arising out of Neighbourhood Plan, effects of devolution and joint working with Okehampton Hamlets Parish Council.
- The Committee also noted preliminary preparation for a centenary commemoration for the end of the First World War.
- 236. Banking Services -**
- 236.1 Maturing Government Stock** - The Clerk reported that 8% Treasury Stock 2015 will mature on 7 December 2015, with a nominal value of £21,760.64.

<p>On the proposition of Councillor Leech, seconded Councillor Weekes it was resolved to reinvest the maturing sum in the one year Nationwide deposit account.</p>	<p>Action</p>
<p>236.2 Financial Services Compensation Scheme - The Clerk summarised the information that had been received concerning changes to the Financial Services Compensation Scheme and there followed a discussion on the maximum amount that was to be held with any single institution. After consideration it was agreed to limit the deposit in any one financial institution to £250,000, this on the proposition of Councillor Vachon, seconded Councillor Goffey. It was agreed that the opening of a further high street bank account be investigated if interest rates were appropriate, in order to ensure that the single financial institution limit could be worked practically.</p>	<p>Clerk</p>
<p>237. <u>Local Government Pension Scheme</u> -</p>	
<p>237.1 Internal Dispute Resolution Procedure - On the proposition of Councillor Goffey, seconded Councillor Yelland, it was agreed to nominate Councillor Stephens as the Member with responsibility for dealing with issues under the Internal Dispute Resolution Procedure.</p>	
<p>237.2 Transfers from Previous Pensions - In response to an inquiry from the Local Government Pension Scheme Administrators, the Committee considered whether requests for transfers from previous pensions should be allowed for employees after the first twelve months of employment. On the proposition of Councillor Goffey, seconded Councillor Yelland, it was agreed that transfers would not be considered after the first twelve months.</p>	
<p>238. <u>Professional Support for Rail Resilience Project</u> - Councillor Ireland sought the Committee's approval to incur expenditure within the earmarked reserve for Rail Resilience to allow costs and expenses for professional support in continuing to make the case for the Northern Rail Option. After discussion, it was agreed that expenses could be allowed, subject to submission of invoice from the person concerned, this on the proposition of Councillor Marsh, seconded Councillor Leech. It was noted that wherever possible expenses should be agreed in advance of incurring them.</p>	
<p>239. <u>Temporary Use of Committee Room by Locality Lead</u> - The Clerk reported that the newly-appointed Devon County Council Locality Lead Officer was spending one day per week in Okehampton in carrying out her role. To facilitate this, the Clerk had consulted with the Chair of Property that the Council's Committee Room be made available for this purpose for the time being. On the proposition of Councillor Yelland, seconded Councillor Marsh, the uncharged use of the Committee Room was agreed for Locality Lead Officer purposes until 31 December 2015.</p>	
<p>240. <u>Get up to Speed Training Session</u> - Councillor Goffey reported that a free</p>	

<p>2-hour IT training session had been offered for community purposes by the Cosmic Peninsula Consortium. Up to 16 places would be available. It was agreed that the Charter Hall would be made available for this purpose.</p>	<p>Action</p>
<p>241. <u>Town Council Archive Room</u> - The Clerk reported that Mrs McDonald, former Town Councillor and Mayor, had volunteered time to assist with the cataloguing of archived documents. The Committee welcomed the offer and agreed that a brief role description would be in order to support the task. Councillor Marsh also volunteered time to this purpose.</p>	<p>Clerk</p>
<p>242. <u>Members' Reports and Requests for Agenda Items</u> -</p> <ul style="list-style-type: none"> (i) Chamber of Trade - Councillor Marsh reported that a meeting was scheduled for Thursday, Christmas lights would be a major theme for discussion along with a date for switching on in November. There was a new trade information screen in Mike Harding's shop in West Street. (ii) CAB - Councillor Leech reported that the call centre was now working. (iii) DALC - County Committee - Councillor Marsh reported that although there had been no County Committee meeting, the Annual General Meeting had taken place in mid-October. This had been attended by the Mayor, the Deputy Mayor and Councillor Marsh. (iv) DALC - Larger Councils Sub-Committee - No meeting. (v) Fairtrade - Councillor Cushing reported that the next scheduled meeting was in November. In addition there would be a workshop on 21 November in Exeter. A new member had been nominated to the Chamber of Trade. The dates for the schools' conference in the spring term were awaited. (vi) Okehampton Carnival Committee - Councillor Yelland reported that the Carnival had been well supported and attended and that donations in the order of £2,000 were collected. The Town Mayor and the Deputy Mayor of West Devon Borough Council had attended. The Carnival Committee expressed thanks in advance to the Town Council for their grant and support. (vii) Okehampton College Community Forum - Councillor Leech reported that there had been no meetings. (viii) Okehampton & District Community Transport Group - Councillor Leech reported that the Transport Group were awaiting the delivery of a new bus of the correct specification. Once this had been delivered they would consider how best it could be employed to provide a new service in the community. 	

The meeting was closed at 9.13 pm.

Councillor B Stephens
Chairman