

**Minutes of the Okehampton Town Council Policy and Resources Committee held on
Monday 11 January 2016 in the Council Chamber,
Town Hall, Okehampton at 7.00 pm**

Committee Members Present: Councillor B Stephens (Chairman)
Councillor Mrs J Yelland
Councillor T Cummings (from 7.05 pm)
Councillor Mrs V Cushing
Councillor Mrs C Marsh (from 7.05 pm)
Councillor B Tolley
Councillor D Weekes
Councillor P Vachon (Town Mayor)
Councillor Mrs J Goffey (Chairman, Property)
Councillor A Leech (Chairman, Planning)

Other Members Present: Councillor Mrs J Carpenter
Councillor Miss C Holt
Councillor Dr M Ireland
Councillor R Rush

In Attendance: P R Snell (Town Clerk)

	Action
373 <u>Urgent Item</u> - The Mayor reported that the meeting regarding the Okement Surgery on 22 January would be an information- and evidence-gathering public meeting by arrangement with the Town Council and pending further discussion of format at the full Council meeting on 18 January.	
374 <u>Apologies for Absence</u> - All Members were present.	
375 <u>Deferment of Business</u> - There were no members of the public present.	
376 <u>Members' Questions</u> - No Members questions were presented.	
377 <u>Minutes</u> - The minutes of the Policy and Resources Committee meeting held on 21 December 2015 were approved and signed by the Chairman on the proposition of Councillor Yelland, seconded by Councillor Goffey and agreed.	
378 <u>Matters Arising</u> - None.	
379 <u>Budget and Precept</u> - The Chairman summarised the preparation of the draft budget and commented on the notes that the Clerk had included as the budget briefing paper. Key factors were a further reduction in the amount of Council Tax Support Grant received through the Borough Council and an increase in the wages costs due to the pension reforms due to take	

effect in April and implications following the introduction of the National Living Wage. The precept requirement would be £218,365, representing an increase of 3.9%. After discussion on various elements of the draft budget as presented, it was agreed to recommend it without further amendment to the full Council on the proposition of Councillor Stephens, seconded Councillor Marsh. The Committee agreed that communication of the reasons for the increase was an important role where there would be a good opportunity at the Annual Town Assembly on 21 March in addition to website and local press communications.

380 Grant Applications - There were no applications presented.

381 Grant Acknowledgements and Feedback Forms Received - None received.

382 Role Description - Support Archivist - The Committee considered the draft role description for a volunteer support archivist and, after discussion, agreed the description on the proposition of Councillor Goffey, seconded Councillor Weekes.

383 Audit Matters:

383.1 Collective Audit Arrangements for Towns and Parishes - The Clerk outlined the options that were available for annual audit since the abolition of the Audit Commission in 2015. It was agreed that the Council remain within a scheme for collective procurement for audit arrangements on the proposition of Councillor Vachon, seconded by Councillor Cummings.

383.2 Appointment of Internal Auditor - The Chairman noted that, periodically, the Council needed to review appointment of an internal auditor. It was confirmed that the appointment of an internal auditor was not subject to the same conditions applicable to the external auditor. On the proposition of Councillor Vachon, seconded by Councillor Cummings, it was agreed to re-appoint South & West Internal Audit as internal auditor for a further period of 3 years commencing 1 April 2016.

384 Occupational Health Services - The Council had received notice from Devon County Council that their Occupational Health Services were to be outsourced to Industrial, Medical and Safety Services Ltd (IMASS) with effect from 1 April 2016. On the proposition of Councillor Cummings, seconded Councillor Goffey, it was agreed that the Council was content to permit the transfer, subject to notification and agreement of staff for whom occupational health personal records were held.

385 Members' Reports and Requests for Agenda Items -

(i) **Chamber of Trade** - Councillor Marsh reported that the Chamber AGM was scheduled for 28 January.

- (ii) **CAB** - Councillor Leech no updates, but was awaiting date to meet the CEO.
- (iii) **DALC** - County Committee. No meeting.
- (iv) **DALC** - Larger Councils Committee. Next meeting scheduled 21 January 2016.
- (v) **Fairtrade** - Councillor Cushing notified a number of event dates, including Fairtrade Breakfast on 27 February and Fairtrade Fortnight (29 February – 11 March). It was hoped to include 'Fairtrade Town' signage on the main roads approaching the town.
- (vi) **Okehampton Carnival Committee** - Next meeting scheduled for 12 January.
- (vii) **Okehampton College Community Forum** - Nothing to report.
- (viii) **Okehampton & District Community Transport Group** - Councillor Leech reported the Group were looking for additional funding to supplement the loss from the NHS for hospital journeys.

The meeting was closed at 8.02 pm.

Councillor B Stephens
Chairman