

Minutes of the Okehampton Town Council Policy and Resources Committee held on Monday 22 February 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
- Councillor Mrs V Cushing
- Councillor Mrs C Marsh
- Councillor B Tolley
- Councillor D Weekes
- Councillor P Vachon (Town Mayor)
- Councillor T Leech (Chairman, Planning)
- Councillor Mrs J Goffey (Chairman, Property)

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

In Attendance: P R Snell (Town Clerk)

	Action
448 <u>Apologies for Absence</u> - None.	
449 <u>Deferment of Business</u> - No public presence.	
450 <u>Members' Questions</u> - Councillor Cushing asked:	
• if any follow-up action was being taken concerning the closure of the Okement Surgery. This was referred to the forthcoming full Council meeting;	Clerk
• if any further action was being taken by the Council concerning dog fouling. This was referred to the Parks Committee;	Clerk
• if any action was being taken to address an anonymous note that had been seen in the Town. The Chairman confirmed that it was not normal practice to respond to anonymous notes. Councillor Goffey asked if the Council was entitled to claim back a grant that had been awarded to an organisation, if that organisation failed to use it or ceased to exist. The Clerk advised that this would normally be considered on a case-by-case basis, but that no formal debtor-creditor relationship was created on the award of a grant.	
451 <u>Minutes</u> - The minutes of the Policy and Resources Committee meeting held on 11 January 2016 were approved and signed by the Chairman on the proposition of Councillor Marsh, seconded by Councillor Yelland	

	and agreed.	Action
452	<u>Matters Arising</u> - None.	
453	<u>TAP Fund Application</u> - The Committee noted an application for TAP funding sponsored by Okehampton Hamlets Parish Council to support West Devon Citizens Advice in the organisation of a community information day on 14 April 2016. It was agreed to include the Town Council's collaborative support to the application on the proposition of Councillor Goffey, seconded Councillor Cummings.	
454	<u>Grant Applications</u> - The Committee considered the following applications for Town Council grants:	
454.1	Okehampton and District Duke of Edinburgh's Award Committee - Councillor Marsh declared a personal interest and abstained from the vote. A grant of £440 was agreed to support the cost of leader training and first aid kits on the proposition of Councillor Vachon, seconded Councillor Leech.	
454.2	Okehampton Fairtrade Group - A grant of £150 under Section 137 (LGA 1972) to fund the Fairtrade Schools' Conference at Okehampton College in Fairtrade Fortnight was agreed on the proposition of Councillor Leech, seconded Councillor Yelland.	
454.3	Torridge, North, Mid and West Devon Citizens Advice - Councillor Leech declared a personal interest and abstained from the vote. The Committee considered a request for a grant of £4,000. After consideration, and noting that the budget provision for the previous 2 years had been £3,500, it was agreed to award a Section 137 grant of £3,500 immediately and to make a further grant of up to £500, provided that the grants budget was not over-expended by the financial year-end, this on the proposition of Councillor Cummings, seconded Councillor Goffey.	
454.4	Okehampton Detachment Army Cadet Force - Councillor Stephens declared a personal interest and abstained from the vote. A grant of £500 under Section 137 was awarded for the purchase of camping equipment on the proposition of Councillor Weekes, seconded Councillor Goffey.	
454.5	WREN Music - Councillor Goffey declared a personal interest and abstained from the vote. The Committee agreed a Section 137 award of £500 towards the purchase of a road trailer to transport staging blocks for performance on the proposition of Councillor Cummings, seconded Councillor Yelland.	

		Action
454.6	Ockment Centre - Councillor Leech declared a personal interest and abstained from the vote. The Committee considered and agreed a Section 137 grant of £5000 to support the running of the Ockment Centre, noting that budget provision had been made, this on the proposition of Councillor Weekes, seconded Councillor Yelland.	
455	Finances - The Committee considered the management accounts for the months ending 31 December 2015 and 31 January 2016. After discussion, these were agreed on the proposition of Councillor Yelland, seconded Councillor Cummings.	
456	Review of Policies - The Committee reviewed the Risk Assessment Management, Statement of Internal Control, Investment Strategy and Council Standing Orders and agreed to recommend them for endorsement by the Council on the proposition of Councillor Leech, seconded Councillor Goffey. The Committee further agreed to establish a working group to comprise Councillors Stephens, Yelland, Cummings and the Clerk to review and report back on: <ul style="list-style-type: none"> • Grants Policy • Disciplinary & Grievance • Issue of local referenda in the Risk Assessment document. 	Clerk
457	Membership Subscriptions - The Committee agreed to renew annual membership subscriptions for NALC/DALC (approx. £840 to be confirmed), SLCC (£187 to be confirmed) and corporate commercial membership of the Okehampton and District Chamber of Trade (£50) on the proposition of Councillor Goffey, seconded Councillor Cummings.	Clerk
458	Annual West Devon Mayoral Awards - After discussion, it was agreed to submit nominations under two categories: Over 18/Organisation and The Mayor's Green Award. It was emphasised that nominations could be made by any individual, and was not restricted to nominations by a council. It was further noted that the nominations were being made by the Committee rather than at a full Council meeting due to the deadline for submissions (29 February).	Clerk
459	Review of Mayor's Allowance - The Committee reviewed the mayoral allowance, noting comments on the costs of attending civic functions and representing the Town Council in neighbouring councils. It was agreed to recommend to the full Council that, for the new mayoral year, the allowance be increased from £2,150 to £2,500 to support the expenses of the office on the proposition of Councillor Cummings, seconded Councillor Weekes.	Clerk

		Action
460	<p><u>Honorary Awards</u> - In response to an enquiry made previously, the Clerk had researched the issue of powers of a local council to make awards other than the Mayor's awards, where a case was warranted. The Clerk briefed the provisions of LGA 1972 Section 249 and it was agreed to investigate the matter further through constitution of a working group comprising Councillors Marsh, Goffey and Ireland.</p>	Cllrs Marsh, Goffey and Ireland
461	<p><u>Income Generation</u> - The Chairman proposed that a working group be formed with the specific task of seeking avenues of generating additional income through the council's assets. This was agreed and the group members will comprise Councillors Stephens, Goffey, Leech and Vachon.</p>	Cllr Stephens
462	<p><u>Councillor and Staff Training</u> - The Committee noted the following training to be undertaken:</p> <ul style="list-style-type: none"> • Councillor Yelland - LGA Leadership Programme for Town and Parish Councillors (19-21 February) • Clerk - SLCC 'Roadshow' Conference (9 March) • Park-keeper - Operational Playground Inspection Course (10-12 February) • Gardener - Chainsaw Refresher Course (dates to be arranged) 	
463	<p><u>Members' Reports and Requests for Agenda Items</u> -</p> <p>(i) Chamber of Trade - Councillor Marsh. Meeting on 23 February.</p> <p>(ii) CAB - Councillor Leech. No new information.</p> <p>(iii) DALC County Committee - Councillor Marsh. Next meeting in March.</p> <p>(iv) DALC Larger Councils Sub-Committee - The Clerk reported that the last meeting on 18 February had included a presentation on Devolution by John Connell (DCLG). Minutes from the meeting would be circulated in due course.</p> <p>(v) Okehampton Fairtrade Group - Councillor Cushing reported on forthcoming events:</p> <ul style="list-style-type: none"> • Breakfast in the Church Hall on Saturday 27 February • Schools Conference Monday 7 March • Participation in the May Fair on 1 May • Consumer sampling to promote Fairtrade goods locally <p>(vi) Okehampton Carnival Committee - Councillor Yelland reported the AGM was scheduled for 1 March with a coffee morning and quiz night on 26 March.</p>	

- (vii) Okehampton College Forum - Councillor Leech reported that this initiative was being re-considered and would drop from the reports list.
- (viii) Okehampton and District Community Transport Group - Councillor Leech reported that the Group were applying for grants and were awaiting delivery of their new bus, which would be suitable for the carriage of wheelchairs. Enquiries were being received for visits to surgeries outside the town.

Action

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 Vachon, seconded by Councillor Leech.

Action

464 Outstanding Debtors

The meeting was closed at 8.35 pm.

Councillor B Stephens
Chairman