

**Minutes of Okehampton Town Council Policy and Resources Committee held on
Monday 18 April 2016 in the Council Chamber, Town Hall, Okehampton at 7.00 pm**

Committee Members Present: Councillor B Stephens (Chairman)
Councillor Mrs J Yelland (Vice Chairman)
Councillor T Cummings
Councillor Mrs V Cushing
Councillor B Tolley
Councillor P Vachon (Town Mayor)
Councillor Mrs J Goffey (Chairman, Property)

Other Members Present: Councillor Dr M Ireland

In Attendance: P R Snell (Town Clerk)

Action

543. **Urgent Items** - Councillor Yelland conveyed a reminder to the Council that 'Clean for the Queen' was scheduled to take place in Okehampton on 30 April.
544. **Apologies for Absence** - Apologies for absence were presented on behalf of Councillors Leech and Marsh.
545. **Deferment of Business** - No public presence.
546. **Members' Questions** - None.
547. **Minutes** - The minutes of the Policy and Resources Committee meeting held on 14 March 2016 were approved and signed by the Chairman on the proposition of Councillor Vachon, seconded by Councillor Yelland.
548. **Matters Arising** -
- 548.1 Councillor Goffey reported that an offer to South Zeal Scouts Group to have a stand at the Picnic in the Park event had been declined on account of other activities.
- 548.2 **Income Generation Working Group** - Councillor Stephens reported that the Working Group had met and that work was ongoing.
- 548.3 **Policy Review Working Group** - The Clerk reported that work was continuing.
- 548.4 **Honorary Freeman Working Group** - Councillor Goffey reported that a draft policy had been formulated and would be circulated to Council Members for consideration at the next full Council meeting.
549. **Grant Applications** - The Committee considered the following applications for Town Council grants:
- 549.1 **Okehampton Community Garden Association** - On the proposition of

Councillor Yelland, seconded Councillor Goffey, the Committee agreed to award a grant of £500 to complete the connection of water services to the borehole subject to clarification of the overall project costs.

549.2 Relate Exeter and District - After discussion, it was resolved to award a grant of £500 to Relate Exeter and District on the proposition of Councillor Cummings, seconded Councillor Goffey.

549.3 Citizens Advice Bureau - Torridge North Mid and West Devon - The Clerk reported that a further cheque for £500, as agreed at minute 454.3, had been prepared for forwarding to the CAB. The Committee noted the payment.

550. Feedback and Acknowledgements Received from Grants Awarded - The Clerk reported that letters of acknowledgement or completed feedback forms had been received from Citizens Advice Bureau, Devon Youth Service, the Ockment Centre and the Fairtrade Group.

551. Finances -

551.1 Management Accounts - The Committee considered the management accounts for the months ending 29 February and 31 March 2016. After discussion and explanation of the treasury movements, these were agreed on the proposition of Councillor Yelland, seconded Councillor Cummings.

551.2 On the proposition of Councillor Goffey, seconded Councillor Tolley, the Committee agreed to the year-end transfer of £603.18 from the ear-marked reserve (Rail Resilience Consultancy Fund) to balance the Rail Resilience Project expenditure, to release the balance of ear-marked reserve £282 (Council Chamber furniture) and to transfer the unused £3,000 from the Chair Store Water Supply ear-marked fund to the Sinking Fund.

552. Okehampton Coat of Arms - A request from Okehampton Model Flying Club to incorporate the coat of arms into club publicity had been received. After discussion, and on the proposition of Councillor Vachon, seconded Councillor Tolley, it was agreed there was no objection to the use of the shield logo, but without the surrounding embellishments.

553. Neighbourhood Plan Group - Councillor Yelland reported that the Town and Hamlets Neighbourhood Plan Group were planning to prepare an application for national funding available. It was noted that such application had to be channelled through the sponsoring councils and it would therefore be necessary to inform Okehampton Hamlets Parish Council also. Subject to the collaborative approval of Okehampton Hamlets Parish Council, it was agreed that the Neighbourhood Planning Group could prepare the application on the proposition of Councillor Cummings, seconded Councillor Vachon. The Clerk reported on costs incurred on behalf of the Neighbourhood Planning Group in the preparation of the questionnaire circulation. He drew attention to two payments in particular: one for the printing of the residential questionnaires £590.39 and the survey monkey subscription £300 which were in excess of the

protocol limits. On the proposition of Councillor Vachon, seconded Councillor Yelland, these two expenditures were specifically approved and the other expenditures noted.

- 554. Date for Annual Town Assembly** - Councillor Vachon suggested setting the date of the Annual Town Assembly later in the prescribed period in order to allow time for a meaningful summary of the year's activities. The Committee considered the period within which the Annual Town Assembly must take place, the timing of the Easter break and the proximity to the Council's Annual General Meeting and agreed to schedule the Assembly for 10 April 2017 on the proposition of Councillor Vachon, seconded Councillor Cummings.
- 555. Planning Peer Challenge (South Hams & West Devon Councils)** - The Committee noted the opportunity to contribute to this process and agreed Councillor Cummings as its representative on the proposition of Councillor Yelland, seconded Councillor Tolley.
- 556. Fly a Flag for the Commonwealth** - The Clerk reported on a positive response from the Trustees of St James' Chapel concerning the flying of a Commonwealth Flag on Commonwealth Day. Special purchasing conditions would be notified later in the year from the dedicated organisation. The meeting agreed to purchase a Commonwealth Flag for the purpose (indicative price approximately £45 + VAT) on the proposition of Councillor Cummings, seconded Councillor Tolley.
- 557. Members' Reports and Requests for Agenda Items** -
- (i) Chamber of Trade - Councillor Goffey reported that there had been a membership drive resulting in some new members. There would be a quiz at The Hub on 23 April.
 - (ii) CAB - No report.
 - (iii) DALC - County Committee - Nothing to report.
 - (iv) DALC - Larger Councils Sub-Committee - No meeting.
 - (v) Okehampton Fairtrade Group - Councillor Cushing reported on:
 - The Big Breakfast event had returned £159.82 gross, £91 after expenses.
 - The Group planned to be at the Rotary May Fair.
 - The Group planned to support the Festival of Food and Music on 25 June.
 - The Group would be concentrating on the renewal of its Fairtrade Town certification after July.
 - (vi) Okehampton Carnival Committee - Councillor Yelland reported that the income from the 2015 Carnival was £9,177, approximately £7,200 after expenses. Two of the floats required significant work to bring them up to standard, and it was hoped that funding had been secured for both. The Carnival Committee were organising the children's fancy dress competition at the Picnic in the Park on 12 June.
 - (vii) Okehampton & District Community Transport Group - Councillor Leech reported that the new bus was expected to be delivered the following Monday.

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 Cummings, seconded by Councillor Vachon.

Action

558. **Staff Salaries and Wages**

559. **Debts Outstanding for More than 3 Months**

The meeting was closed at 8.08 pm.

Councillor B Stephens
Chairman