

**Minutes of the Okehampton Town Council Policy and Resources Committee held on  
Monday 13 June 2016 in the Council Chamber, Town Hall, Okehampton at 8.00 pm**

**Committee Members Present:** Councillor B Stephens (Chairman)  
Councillor Mrs J Yelland  
Councillor T Cummings (until 09.05 pm)  
Councillor Mrs V Cushing  
Councillor Mrs C Marsh  
Councillor P Vachon  
Councillor Mrs J Goffey (Town Mayor)  
Councillor T Leech (Chairman, Planning)  
Councillor D Weekes (Chairman, Property)

**Other Members Present:** Councillor Miss C Holt  
Councillor Mrs J Carpenter  
Councillor R Rush

**In Attendance:** P R Snell (Town Clerk)

		Action
53	<b><u>Apologies for Absence</u></b> - Apologies for absence were presented on behalf of Councillor Tolley.	
54	<b><u>Deferment of Business</u></b> - No public presence.	
55	<b><u>Members' Questions</u></b> - None.	
56	<b><u>Minutes</u></b> - The minutes of the Policy and Resources Committee meeting held on 18 April 2016 were approved and signed by the Chairman on the proposition of Councillor Cummings, seconded by Councillor Yelland.	
57	<b><u>Matters Arising</u></b> -	
57.1	Income Generation Working Group - The Chairman reported a further meeting was to be arranged.	
57.2	Policy Review Working Group - Draft policies to be brought to next P&R Committee.	
57.3	Tax base and parish boundaries - The Clerk reported that an initial meeting has taken place between Councillor Vachon, Councillor Webber and the two Clerks on 4 May. It was agreed that further investigation was required to ascertain how other parishes with similar housing-growth situations had addressed the matter. It was hoped to meet again in July.	

- 58**     **Grant Applications** - The Committee considered the following application for Town Council grants:
- 58.1**   **Okehampton & District Community Transport Group** - Councillor Leech declared a personal interest as nominated representative. The Committee considered an application for £2605 to support the provision of transport services (particularly for the elderly and disabled). After discussion, and whilst expressing support in principle, the Committee agreed to defer decision in order to request further information on the proposition of Councillor Weekes, seconded Councillor Vachon.
- 58.2**   **Meldon Viaduct Company Ltd** - Councillor Marsh declared an interest. On the proposition of Councillor Weekes, seconded Councillor Goffey, it was agreed to grant £500 under section 137 provision towards the Trust's repairs and renewals fund.
- 58.3**   **Wren Music** - The Committee considered a request for a grant of £500 to help promote the Baring-Gould Folk Weekend and agreed the request on the proposition of Councillor Cummings, seconded Councillor Weekes.
- 58.4**   **Okehampton United Charities** - Councillors Goffey, Marsh and Vachon declared an interest as Trustees. The Committee considered a request for a grant to support the costs of managing the allotments. After discussion, it was agreed to award a grant of £300 under section 137 provision on the proposition of Councillor Weekes, seconded Councillor Yelland.
- 58.5**   **Okehampton Community Archive** - Councillors Marsh, Stephens and Vachon declared a personal interest. On the proposition of Councillor Yelland, seconded Councillor Weekes, it was agreed to award a grant of £250 to purchase display mounting boards.
- 59**     **Feedback** - The Committee noted acknowledgements and feedback from Citizens Advice (Torridge, North, Mid and West Devon), Okehampton Rugby Football Club and from Okehampton Community Garden, who had also addressed the questions raised at the previous meeting.
- 60**     **Finances:**
- 60.1**   **Management Accounts** -The Committee considered and agreed the management accounts for the month ended 30 April 2016 on the proposition of Councillor Yelland, seconded Councillor Goffey.
- 60.2**   **Annual Accounts** - The Committee considered and agreed to recommend to the full Council the Annual Return for the year ended 31

March 2016 and noted the report of the internal auditor on the proposition of Councillor Goffey, seconded Councillor Marsh.

**60.3 Smaller Authorities Audit Appointments** - The Clerk reported the information received on progress towards appointment of an auditor under the group provision for the period commencing 1 April 2017.

**61 Okehampton Remembers** - Councillors Marsh and Stephens declared an interest. The Committee considered a request from the Project Team that the Town Council act as an accountable partner to facilitate the Project team to set up an earmarked fund. It was agreed in principle, with specific arrangements to be discussed with the Project Team, on the proposition of Councillor Goffey, seconded Councillor Cummings.

Clerk

**62 Town Marketing** - Councillor Marsh reported that she, together with the Clerk, had followed up on the presentation given by Visit Dartmoor and discussed the costs of a banner-link with the Council's website, in partnership with the Chamber of Trade. It had subsequently transpired that the Museum had purchased the 'Visit Okehampton' domain name and were in the process of building a website where banner-linking could also be achieved. On the proposition of Councillor Weekes, seconded Councillor Yelland, it was agreed that, conditional to a cap of £250 expenditure, the website-linking with 'Visit Okehampton' be agreed, subject to clarification of ongoing annual costs.

Cllr Marsh

**63 Simmons Car Park Business Rates** - The Clerk reported on his investigation with a business rates specialist of the prospect of successful appeal of the recently imposed rates. After consideration, it was agreed that the situation had been investigated fully and that the rates and arrears were legitimate. The Committee noted that an arrangement had been made with WDBC to pay the arrears (£22,764) over a period of 4 financial years and that this would be drawn from reserves.

Clerk

**64 Members' Reports and Requests for Agenda Items -**

(i) Chamber of Trade - Councillor Marsh reported that they had received a presentation by Sally Reed (Accountant) and that preparations for the Food and Music Festival on 25 June were in progress. There would be a breakfast meeting at Toast in July.

(ii) CAB - Councillor Leech reported that concerns had been raised about the costs of premium rate telephone access for advice.

(iii) DALC County Committee - No meeting.

(iv) DALC Larger Councils Sub-Committee - Councillor Stephens

reported that devolution issues were the key theme of the last meeting, together with information that the new 'Being a Good Employer Guide' was due for publication by NALC and that communities were now being encouraged to undertake a comprehensive review of all community assets.

- (v) Okehampton Fairtrade Group - Councillor Cushing reported that she had attended the May Fair at Simmons Park. Next meeting scheduled for 21 June.
- (vi) Okehampton Carnival Committee - Councillor Yelland reported that the date for the Carnival would be 15 October 2016 with the theme of Pantomime. Coffee mornings and a race evening had been good for fund-generation. The Committee were currently advertising for carnival royalty.
- (vii) Okehampton and District Community Transport Group - Councillor Leech reported that two drivers for the new minibus had been recruited. The bidding system for hospital journeys was now on an individual journey basis

## **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 Yelland, seconded by Councillor Vachon.

**65      Staff Salaries & Wages**

**66      Debts Outstanding for more than 3 Months**

**Action**

On the proposition of Councillor Vachon, seconded Councillor Weekes, it was agreed to exit Part Two and ratify decisions made.

The meeting was closed at 9.38 pm.

**Councillor B Stephens**  
**Chairman**