

**Minutes of the Okehampton Town Council Policy and Resources Committee held on
Monday 18 July 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 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 Dr M Ireland

In Attendance: P R Snell (Town Clerk)

		Action
98	<u>Apologies for Absence</u> - All Committee Members present.	
99	<u>Deferment of Business</u> - No public presence.	
100	<u>Members' Questions</u> - None.	
101	<u>Minutes</u> - The minutes of the Policy and Resources Committee meeting held on 13 June 2016 were approved and signed by the Chairman on the proposition of Councillor Yelland, seconded by Councillor Cummings.	
102	<u>Matters Arising</u> -	
102.1	Income Generation Working Group - The Chairman reported a further meeting was to be arranged.	
102.2	TAP Offer Agreement - The Clerk reported that an offer had been received from DCC with reference to the TAP application made by Councillor Leech in support of the Tourist Information Point at the Museum of Dartmoor Life. The agreement for £2000 had been signed and returned.	
103	<u>Grant Applications</u> - The Committee considered the following application for Town Council grants:	
103.1	Okehampton & District Community Transport Group - Councillor Leech declared a personal interest. The Committee further considered an	

application for £2605 to support the provision of transport services (particularly for the elderly and disabled). After noting the additional information provided, the Committee agreed to award a grant of £2000 towards the costs of providing the services on the proposition of Councillor Stephens, seconded Councillor Cummings.

103.2 OCRA - Councillors Marsh and Weekes declared an interest. The Clerk confirmed that the original application had not been received, but it appeared to have been compiled before the event. On the proposition of Councillor Weekes, seconded Councillor Goffey, it was agreed to grant £1000 towards the cost of staging Okehampton Sports & Fitness Festival 2016.

104 Feedback - No feedback forms had been received during the period.

105 Finances:

105.1 Management Accounts - The Committee considered and agreed the management accounts for the months ended 31 May and 30 June 2016 on the proposition of Councillor Marsh, seconded Councillor Cummings.

105.2 Signatories to the Accounts - The Committee confirmed the addition of Councillors Stephens, Tolley and Yelland to the existing list of authorised signatories to the Councils accounts on the proposition of Councillor Cummings, seconded Councillor Weekes. (Full list of signatories to be: Councillors Cummings, Goffey, Ireland, Leech, Marsh, Weekes, Stephens, Tolley and Yelland.)

105.3 Bank & Deposit Accounts - The Clerk reported the availability of a deposit account with CCLA as a means of spreading the Council's monetary assets to manage risk. It was noted that interest rates were currently in decline and the subject would be revisited at a later stage.

106 Policies Working Group -

106.1 Disciplinary Procedure and Grievance Policy - The Chairman reported the process of revision and the input from South West Councils was noted. It was agreed to recommend the new procedure and policy to the full Council, subject to consultation with staff, on the proposition of Councillor Cummings, seconded Councillor Yelland.

Clerk

106.2 Grants Policy - A revised draft Council Grants policy was presented. After discussion, it was agreed to include a paragraph on feedback and to recommend the policy to the full Council on the proposition of Councillor Leech, seconded Councillor Cummings.

Clerk

106.3 Financial Risk Assessment - An additional section had been drafted for inclusion with the current Financial Risk Assessment to provide for risk of public referendum. After discussion, it was agreed to recommend

the revised draft to the full Council, on the proposition of Councillor Yelland, seconded Councillor Goffey.

- 107** **Commemorative Mugs Reserve** - The Mayor reported that, as the Q90 celebrations had not taken place in Simmons Park, not all of the donated funds raised had been expended. The Mayor proposed that, where donors were amenable, the balance be set aside in an earmarked fund to provide for a future issue of commemorative mugs to schoolchildren of the Town. On the proposition of Councillor Weekes, seconded Councillor Yelland, it was agreed to accept this in principle with further details to be presented.

Cllr Goffey/
Clerk

- 108** **Town Centre CCTV Project** - Councillor Leech presented a paper for a CCTV system that would cover the principal streets of the town centre with recording and monitoring equipment based at the Police Station, with a computer link to further elements located in the Committee Room, Town Hall. Partial agreement for the use of lamp posts had been obtained. After discussion, it was agreed to support further investigation of costs and details for this project on the proposition of Councillor Stephens, seconded Councillor Goffey. The Chairman thanked Councillor Leech for the work that had brought the discussion paper.

Cllr Leech

- 109** **Okehampton Street Pastors** - Item to be discussed at full Council and Members requested to retain their papers accordingly.

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

- (i) Chamber of Trade - Councillor Marsh reported that the next meeting would be a business breakfast at 7.30 am on 21 July.
- (ii) CAB - Councillor Leech reported that the latest newsletter had been circulated.
- (iii) DALC County Committee - Councillor Marsh attended a meeting this day. Minutes would be forwarded when available. The new NALC *Good Employer* Guide was now available (Clerk has reserved copies for collection) and the Annual Conference will be on 11 October.
- (iv) DALC Larger Councils Sub-Committee - No meeting.
- (v) Okehampton Fairtrade Group - Councillor Cushing reported that a Fairtrade stall had been shared with the Co-op at the Food and Music Festival on 25 June. Similar participation had been arranged for the Okehampton Show on 11 August. The Group is preparing for renewal of the Town's Fairtrade status and exploring signage, information having been circulated to

Members previously. There would be an agenda item for signage at the next meeting.

- (vi) Okehampton Carnival Committee - No meeting, but Councillor Yelland reported that Minutes of the Committee meetings would be made available for circulation.
- (vii) Okehampton and District Community Transport Group - Councillor Leech reported that the AGM would be at 4 pm at the Church Hall and that an open event had been organised for 29 July.

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 Yelland.

Action

111 Staff Salaries

112 Debts Outstanding for more than 3 Months

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

The meeting was closed at 8.55 pm.

Councillor B Stephens
Chairman