

**Minutes of the Okehampton Town Council Policy and Resources  
Committee Meeting held on Monday 29 July 2013  
in the Council Chamber, Town Hall, Fore Street, Okehampton at 7.00 pm**

**Committee Members Present:** Councillor T Cummings (Vice Chair)  
Councillor K Ball  
Councillor C Letchford  
Councillor M Davies (Town Mayor)  
Councillor A Leech (Chair, Planning)  
Councillor Mrs J Goffey (Chair, Property)  
Councillor Mrs C Marsh (Chair, Parks)

**Other Members Present:** Councillor Dr M Ireland  
Councillor P Vachon

**In Attendance:** Mrs J Gillard (Deputising for Town Clerk)

**Declarations of Interest:** Councillor P Vachon personal interest in item 132.(i) (b) as he is a member of the group, Councillor M Ireland personal interest in item 132.(i) (b) as he is a member of the group, Councillor M Davies personal interest 132.(i) (c) and Councillor K Ball personal interest in item 132.(i) (c) and (e) and Councillor A Leech item 132.(ii) personal interest.

**125. Apologies for Absence** - There were no apologies for absence presented.

**126. Deferment of Business** (for comment by the public) - There were no members of the public present.

**127. Members' Questions** - There were no questions from Members regarding the workings of the Committee.

**128. Minutes** - The minutes of the Policy and Resources Committee meeting held on 24 June 2013 were approved and signed by the Chair on the proposition of Councillor A Leech, seconded by Councillor K Ball.

**129. Matters Arising** -

**129.1 Town Council Bank Account Signatories** - The Clerk advised that the paperwork had now been completed and was due to be handed in to the bank the next day.

**129.2 Town Council Website** - Councillor M Davies handed out a paper with web design and continued support ideas and computer and IT requirements (attached as Appendix A). He advised staff had been consulted and their input included within the document. It was agreed that Councillor K Ball ask Devon County Council if software can be obtained by themselves. It was proposed by Councillor Mrs C Marsh and seconded by Councillor A Leech that Councillor Davies obtain quotes for the web design and continued support from companies that have already contacted him expressing an interest in this work. To be discussed again at next meeting.

- 129.3 Parking Permit Guidelines** - Revised guidelines and terms and conditions reviewed (see attached Appendix B). It was proposed by Councillor K Ball and seconded by Councillor A Leech that these be adopted with immediate effect. All Councillors in favour.
- 130. Finances** - The accounts as at 30 June 2013 were distributed at the meeting. It was proposed by Councillor C Letchford and seconded by Councillor K Ball that acceptance of them be deferred to the next meeting. All Councillors were in favour.
- 131. Redemption of 8% Treasury Stock 2013** - This stock, valued at approximately £35,000, is due for redemption in September. Councillor M Davies proposed that he investigate reinvestment options prior to next full Council meeting where a decision would be made on reinvestment, seconded by Councillor K Ball. All Councillors in favour.
- 132. Grant Aid** -
- (i)(a) Wren Music - Proposed by Councillor M Davies and seconded by Councillor Mrs C Marsh to award £500.
  - (b) North Dartmoor Search and Rescue Team - Proposed by Councillor C Letchford that the £1,000 requested be granted as a special case for the purchase of their new building, seconded by Councillor Mrs J Goffey. All Councillors were in favour.
  - (c) Okehampton Duke of Edinburgh Awards - Proposed by Councillor T Cummings and seconded by Councillor A Leech that an award of £500 be made and to extract a pro forma invoice from the group and that the Council would pay the invoice direct for the purchase of equipment.
  - (d) West Devon Junior Life Skills - Proposed by Councillor A Leech and seconded by Councillor K Ball to award £500. Clerk to advise group that £500 is the maximum amount of award as no amount requested was completed on their application form.
  - (e) Arts Cultural Exchange Showcase - Councillors resolved to refuse this application at the present time. Agreed that although their ideas were good, the request needed more structure and direction eg clarification on their constitution, information on their bank accounts, the group's clear aims and more information on the exchange visit were required.
- (ii) A request has been received from the Ockment Community Centre for the release of the £5,000 grant. It was proposed by Councillor K Ball, seconded by Councillor M Davies, to release the sum of £5,000. All Councillors in favour.
- 133. Lift Maintenance Contract** - The Clerk advised that the maintenance contract for the lift was due for renewal, cost £360 for four visits per year or £160 + VAT for two visits per year. It was proposed by Councillor K Ball and seconded by Councillor Mrs C Marsh to reduce the contract to two visits per year. All Councillors in favour.
- 134. Members' Reports** -
- (i) Link Committee - no meeting.
  - (ii) DAPC - no report.
  - (iii) Liaison - no meeting held. Councillor K Ball advised a meeting was required to discuss ongoing requirement for this format. Councillor M Davies advised

that Tavistock still hold their meetings, but questioned the benefit of them. He suggested that himself and Councillor P Vachon meet with the Mayor of Tavistock to discuss ideas for future formats of meetings, possibly involving Okehampton, Tavistock, Okehampton Hamlets and West Devon Borough Council. Clerk to request the Hamlets' views on these ideas also.

- (iv) Okehampton College Community Forum - Councillor A Leech advised decisions were still awaited from other local schools re joining co-operative.
- (v) CAB - Councillor A Leech advised meeting to be arranged.
- (vi) Fairtrade - no report.
- (vii) Community Transport Group - no report.

**135. Urgent Items -**

- (i) Bill received from Peter Peter and Wright totalling £4,127 for transfer of land at Simmons Park. It was proposed by Councillor Mrs C Marsh and seconded by Councillor K Ball that payment of the account be made.
- (ii) Open Space Charges - The Clerk advised of charges made by other Councils ranging from £150 to £350 per day. It was proposed by Councillor M Davies that a charge of £200 per day, with a £250 damage bond, be implemented. This was seconded by Councillor Mrs C Marsh providing the car park was not used. Councillor Mrs Marsh then proposed an additional £100 be charged for use of the car park area and this was seconded by Councillor M Davies. All Councillors were in favour.

**PART TWO**

ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF THE PRESS AND PUBLIC ON THE GROUND THAT EXEMPT INFORMATION MAY BE DISCLOSED (if any).

The Committee is recommended to pass the following resolution:-

“On the proposition of Councillor A Leech, seconded by Councillor K Ball, it was resolved that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the Meeting for the undermentioned item of business on the grounds that exempt information may be disclosed as defined in the paragraph given below from Part I of Schedule 12(A) to the Act”

Paragraph 1 - Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office holder, former office holder or applicant to become an office holder under the authority.

**136. Staffing Matters**

It was resolved to come out of part 2 and on the proposition of Councillor A Leech, seconded by Councillor K Ball, move back into part 1 and ratify all decisions taken in part 2.

Meeting closed 8.35 pm.

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**Councillor T Cummings**  
**Vice Chairman**