

Minutes of the Okehampton Town Council Policy and Resources Committee
Meeting held on Monday 23 September 2013 in the Council Chamber,
Town Hall, 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:

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

211. **Apologies for Absence** - Apologies for absence were presented on behalf of Councillor Mrs M McDonald and Councillor D Weekes.
212. **Deferment of Business** (for comment by the public) - There were no questions from members of the public.
213. **Members' Questions** - There were no questions from Members regarding the workings of the Committee.
214. **Minutes** - The minutes of the Policy and Resources Committee meeting held on 2 September 2013 were approved and signed by the Chair on the proposition of Councillor K Ball, seconded by Councillor Mrs J Goffey.
215. **Matters Arising** -
- 215.1 **Town Council Website** - It was agreed by all present to discuss this in part two of the meeting as quotations for the work required had now been received.
216. **Finances** -
- (i) The Clerk advised of an internal accounting error which has now come to light which has meant that a £100,000 bond with the NatWest Bank which matured in April 2013 has been incorrectly reported on the accounts since maturity. This has resulted in an additional £100,000 being shown as a current asset above the correct figure. Corrections to the accounts have now been made.
 - (ii) It was proposed by Councillor Mrs C Marsh and seconded by Councillor M Davies to donate £50 to the Royal British Legion Poppy Appeal to cover the cost of the wreath for the Remembrance Service.
 - (iii) The Acting Clerk reported that an unused telephone line had been identified (01837 659191) as no calls had been made using this line for at least the last 15 months and it has been confirmed it is not an alarm line. It was proposed by Councillor Mrs C Marsh and seconded by Councillor Mrs J Goffey that this line be discontinued.

- (iv) Accounts - Councillor Mrs C Marsh requested confirmation that the tennis invoices had been issued, Clerk to progress and she also questioned the skate park repairs cost of £536 being investigated. Clerk to investigate.
217. **Grant Aid** - There were no applications for financial assistance presented.
218. **Outstanding Staff Holidays** - The Acting Clerk reported that there were quite a large number of days outstanding holidays to be taken by various members of staff. This was noted and Councillors agreed that in the circumstances they would be flexible as regards carry forward days into the next holiday year.
219. **Christmas Working Arrangements** - The Clerk advised that the West Devon opening arrangements for the coming year would be normal business hours Monday and Tuesday 23 and 24 December, 25, 26 December closed, 27 December enforced one-day holiday, 30 and 31 December two days holiday as per the standard allowed for each member of staff with a return to work on Thursday 2 January. It was agreed the Clerk to discuss arrangements with the staff to obtain their views, Councillors agreed that a longer closed period over the Christmas/New Year holidays would be acceptable.
220. **Mace Bearers** - The Mace Bearers have advised that the National Annual Conference and Training takes place from 26 - 28 February 2014 in the Guildhall, Exeter. It was agreed that the Conference fee of £30, Guild dinner of £25 and overnight accommodation costs be paid for the two Mace Bearers to enable them to attend this event. Proposed by Councillor M Davies and seconded by Councillor Mrs C Marsh.
221. **Members' Reports** -
- (i) Link Committee - no meeting.
 - (ii) DAPC - no report.
 - (iii) Liaison - no meeting.
 - (iv) Okehampton College Community Forum - no report.
 - (v) CAB - Councillor A Leech advised a new telephone system was due to be launched this week.
 - (vi) Fairtrade - no report.
 - (vii) Community Transport - it was noted the group had now moved to their new offices.

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 C Letchford, 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.

222. Town Council Website and IT Support.

223. Staffing Matters

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

Meeting closed at 7.46 pm.

Councillor T Cummings
Vice Chairman