

**Minutes of Okehampton Town Council Policy and Resources Committee Meeting held  
on Monday 24<sup>th</sup> June 2013 in the Council Chamber, Town Hall,  
Fore Street, Okehampton at 7.15 pm**

**Committee Members Present:** Councillor Mrs M McDonald (Chair)  
Councillor T Cummings (Vice Chair)  
Councillor K Ball  
Councillor C Letchford  
Councillor D Pledger  
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

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

72. **Apologies for Absence** – Apologies for absence were presented on behalf of Councillor D Weekes.
73. **Deferment of Business** – (for comment by the public) – There were no members of the public present.
74. **Members Questions** – Councillor Ireland asked for advice on a potential funding request from North Dartmoor Search and Rescue Team. Councillors agreed they supported the Group's activities and advised completion of a standard Grant application form before consideration be given to awarding additional funding.
75. **Minutes** – The minutes of the Policy and Resources Committee meeting held on 28<sup>th</sup> May 2013 were approved and signed by the Chair on the proposition of Councillor Mrs J Goffey, seconded by Councillor A Leech.
76. **Items requiring Urgent Attention** – The Chair advised a request has been received from Okehampton Farmers' Market Association to extend their opening hours on the first and third Saturday of each month to 9 – 4 pm. Councillors resolved to agree to this request, proposed by Councillor Mrs C Marsh and seconded by Councillor A Leech.
77. **Matters Arising** –
- 77.1 **Standing Orders** – the Chair reported this had been adjourned due to the absence of the Clerk.
- 77.2 **Town Council Bank Account Signatories** – the Acting Clerk advised only one more Councillor needed to complete paperwork before the changes could be made at the Bank.
- 77.3 **Town Council Website** – Councillor Davies advised he had discussed IT requirements in general with Mr & Mrs Isaacs, Councillors agreed it was preferable to

have one supplier looking after the whole package. Items identified as requiring review were anti-virus, backup procedures, printers, wi-fi in Council Chamber and Charter Hall, staff training, website, making use of display for diary events etc and potential rental packages for PCs. Agreed to use these ideas as a starting point and that Councillor Davies together with the office staff produce list of requirements before investigating costings.

**77.4 Parking Permit Guidelines** – Draft Procedures and Terms & Conditions reviewed. Agreed no extra days be added on to standard expiry of permit and that lost permits are not reissued free of charge. Permits issued to staff should only be used in the Park and used when working. Documents to be revised and reviewed again at next meeting.

**78. Finances** –

**78.1** Members noted the accounts as at 31 May 2013 and on the proposition of Councillor Mrs C Marsh, seconded by Councillor K Ball, it was resolved the reports as presented be endorsed. Clerk to investigate £35 credit from Community Archive as could be duplicated.

**78.2** Questions from last meeting resolved with no further questions. The Acting Clerk advised the Skatepark Funds were held in a separate bank account which was not included in the accounts package, this is now being rectified.

**79. Grant Aid** –

**79.1 Okehampton Golf Club** - £500 requested to purchase Tri Golf and Golf Extreme equipment for use with children including the less abled. It was proposed by Councillor C Letchford and seconded by Councillor T Leech to support the application and to request list of equipment required and the Council would purchase and present an item to that value. Agreed by all Councillors.

**79.2 Art Okehampton Festival Group** – Councillor K Ball declared a personal interest and left the room whilst this item was discussed. It was resolved to award £500. Proposed by Councillor M Davies and seconded by Councillor T Cummings, all Councillors in favour.

**79.3 Okehampton Argyle Football Club** – Proposed by Councillor T Leech and seconded by Councillor T Cummings that a list, with costings, of equipment required be obtained and items purchased to the value of £350 plus vat and be presented to the Club. All Councillors in favour.

**79.4 Battle of the Bands** – Accounts received, resolved to release the funds previously agreed. Proposed by Councillor T Cummings and seconded by Councillor Mrs C Marsh.

**79.5 Museum of Dartmoor Life** – Letter received requesting continued funding of £3500 as previously agreed. Proposed by Councillor Mrs C Marsh and seconded by Councillor Davies to release the £3500.

80. **Members Reports -**

**Link Committee** – Councillor T Cummings attended recent meetings and advised of appointment of new local Police Inspector. Presentation from Anna Henderson-Smith, WDBC re planning and renewable. Dartmoor Railway support to be suggested for inclusion on next agenda.

**DAPC** – no report.

**Liaison** – no meetings held.

**Okehampton College Community Forum** – no report.

**CAB** – Councillor Leech advised West Devon to merge with North Devon. Concerns raised that funding given be used in the Towns that supplied it.

**Fairtrade** – Councillor Pledger advised he was unable to attend the meeting but that Group were seeking alternative location for their stall at Okehampton Show.

**Community Transport** – Councillor Davies advised he had spent a morning with a bus and that he was very impressed with the service supplied to users.

**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 T Leech, seconded by Councillor Mrs C Marsh, it was resolved that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the Meeting for the under mentioned item of business on the grounds that exempt information may be disclosed as defined in the paragraph given below from Part 1 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.

81. **Parking Permits**

82. **Staffing Matters**

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

Meeting closed at 9.30pm.

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**Councillor Mrs M McDonald**  
**Chairman**