

ILMINSTER TOWN COUNCIL

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Town Clerk: Joy Norris **MILCM ACIS MSc**



27th September 2017

A meeting of the **RESOURCES COMMITTEE** which will be held on **Tuesday 3rd October 2017** in the Council Chamber, Council Offices, North Street, Ilminster on the rising of the Planning, Highways and Transport Committee.

The public are welcome to attend this meeting. Members of the public are invited to ask questions or raise issues relevant to the work of the Council. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Town Clerk before the meeting so that the session can be programmed effectively.

Public participation is not part of the formal meeting of the Council however a note will be made of matters raised and recorded at the start of the minutes of the meeting.

The business to be transacted at the meeting is outlined on the Agenda below. Any reports listed as "to follow" will be made available as soon as possible, and in any event at least 30 minutes before the start of the meeting.

Yours sincerely

Joy Norris
Town Clerk

RESOURCES AGENDA

- 1. Apologies for absence**
To receive apologies for absence from Councillors unable to attend the meeting.
- 2. Declarations of Interest**
To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.

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3. Minutes

- a) To confirm the minutes of the Resources meeting held on 1st August 2017 as a correct record. (attached)
- b) To consider the action list relating to the Resources Committee. (attached).

4. Financial Information

To receive information about the Resources expenditure and commitments for the year ending 31 March 2018. (attached)

5. Iminster Market Kipper Week

To consider operating 'Kipper Week' in 2018. ('Kipper Week' usually operates from January to March when a trader has a week free from paying pitch fees if they have attended and paid for the consecutive three previous weeks).

6. Iminster Market and Town shops October half-term promotion

To consider running a half-term promotion to raise awareness of the weekly Market and shops in the town. (to follow)

7. Local Information Centre

To consider the possible involvement of the Town Council in the Local Information Centre

8. Open Spaces period of apprenticeship ends in January 2018

To consider how to proceed when the current Open Spaces period of apprenticeship ends on 17th January 2018 (to follow)

9. Intensive driver training course

To consider a request from a staff member to place them on an intensive driving course (to follow)

10. Staff Absence Rates

To review the Staff Absence Rates (attached)

11. Staffing Update

Report on general staffing matters. (to follow)