

ILMINSTER TOWN COUNCIL

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Town Clerk: Joy Norris



28th March 2017

A meeting of the **RESOURCES COMMITTEE** will be held on **Tuesday, 4th April 2017** in the Council Chamber, Council Offices, North Street, Ilminster on the rising of the Planning, Highways & Transport Committee meeting.

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 Agenda for the meeting is given below. Please contact the Town Council Office if you would like a copy of any of the reports.

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.

3. **Minutes**

- a) To confirm the minutes of the Resources meeting held on 7th February 2017 as a correct record (attached).
- b) To consider the action list relating to the Resources Committee (attached).

4. **Grant Application**

Iminster Town Council

To consider an application received from Yeovil ShopMobility for a small grant towards their costs (attached)

5. Review of Staff Handbook

To consider revisions to Staff Handbook following publication of new Green Book and make recommendation to Council. A revised Handbook is attached with the amendments hi-lighted in blue. Members of staff have been consulted and have not made any comments or observations. (attached)

6. Financial Comparison

To receive information about the Resources expenditure and commitments to date when compared with the 2016/17 budget (attached).

7. Staffing Update

Town Clerk to give an oral report on general staffing matters.