

ILMINSTER TOWN COUNCIL

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Town Clerk: Joy Norris



Tuesday 27th September 2016

A meeting of the **RESOURCES COMMITTEE** will take place on **Tuesday 4th October 2016** 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

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 Tuesday 9th August 2016 as a correct record (see attached).
- b) To consider the action list relating to the Resources Committee (attached).

4. Review of Sponsorship Policy

To review current Sponsorship Policy (existing documents on memory stick. Hard copies available on request)

5. Review of Employee Code of Conduct Policy

To review current Employee Code of Conduct Policy (existing documents on memory stick. Hard copies available on request)

6. Cemetery Lodge Remedial work

- i. To consider appointing a Governance Group consisting of the Mayor, Chair and Vice Chair of Resources for the remedial work on the Cemetery Lodge
- ii. To appoint 2 Councillors to sign contract for Cemetery Lodge remedial work

7. Market Trading issues

- i. Proposed meeting with Market Traders
- ii. To review issues raised by correspondence received from a member of the public regarding the opening times of the Thursday Market (attached)

8. Financial Comparison

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

9. Budget 2017/18

To start considering the 2017/18 budget

10. Staffing Update

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